

JOHN OJONUGWA ATTAH

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PROFESSIONAL SUMMARY

I am a young, dynamic, result-oriented, productive, and creative graduate of English and Literary Studies with strong organizational skills, award-winning educational background, good communication and listening skills. I am a fast learner with an open mind and a team player who is passionate about pursuing a career in research, writing, and the academia.

Interests: Poetry | Fiction | Non-Fiction | Editing and Proofreading | Teaching English and Literature | Public Speaking | Volunteering and Educational Collaborations | Acting | Counselling

EDUCATION

- **UNIVERSITY OF NIGERIA, NSUKKA**

Bachelor of Arts

English and Literary Studies

2012

Thesis Title: Humour in Wilde's "The Importance of Being Earnest" and Okoro's "Quagmire."

SKILLS

- Writing (stories, poetry, notes and reports, and articles)
- Editing and Proofreading
- Customer Support using Slack, Teams, and other CRM tools.
- Teaching English and Literature
- Microsoft Office Tools Proficiency (MS Word, Microsoft Power point, and Microsoft Excel)
- Proficient in the use of IT Software Services Google Docs, Google Sheets, and Google Slides.
- Public Speaking
- Communication and listening
- Counselling
- Volunteering
- Coaching Students for Spelling Bees, Quizzes, and Debates
- Acting

EXPERIENCE

❖ **Inventory Assistant, Smart Residences Limited, Abuja** – January, 2023 – Date
My responsibilities include:

- Assisting to manage the inventory by processing inventory orders.
- Logging received and disbursed items.

- Supporting the Procurement Manager as and when due.
- ❖ **English Language Consultant, Yes You Can Educational Services, Abuja** – October 2021 – January 2022
My responsibilities included:
- Making and receiving phone calls on behalf of the organization.
 - Data entry of clients' details.
 - Coordination and teaching of students sitting for IELTS.
- ❖ **Freelance Writer for Scribbling Pens LLP (Remote job)** -November 2020 – February 2021
My responsibilities included:
- Researching on given topics and titles.
 - Preparing quiz questions and answers.
- ❖ **Freelance Writer on Medium** - October 2020 – Present
My responsibilities included:
- Writing on various topics of interest from education to parenting.
- ❖ **Writer, Opera News Hub** - March – May 2020
My responsibilities included:
- Writing on various topics of interest from education to parenting.
- ❖ **English Tutor, Nigerian Navy Secondary School, Okura, Kogi State.** - January 2016 – January 2020
My responsibilities included:
- Tutoring students English Language and Literature
 - Coaching students for internal and external competitions.
- ❖ **PTA Secretary, Nigerian Navy Secondary School, Okura, Kogi State** -September 2016 – January 2020
My responsibilities included:
- Writing and editing minutes of meetings.
 - Organizing PTA meetings for executives and parents.
- ❖ **English Tutor, Christfield School, Lokoja, Kogi State.** - June 2014 – December 2015
My responsibilities included:
- Tutoring students English Language and Literature
 - Coaching students for internal and external competitions.
- ❖ **Literature Tutor, St. James Secondary School, Gombe, Gombe State.** - March 2014 – April 2014
My responsibilities included:
- Tutoring students Literature.
 - Coaching students for internal and external competitions.

ACHIEVEMENTS AND AWARDS

- Pioneer Second runner-up and Ambassador, Season 1 of the Teachers Reality TV Show (Now Teachers' Naija) 2019 (Winners travelled to Dubai, The UAE).
- Tutored students for Schools Spelling Bee, Anyigba 2019 and came first.
- Tutored students for an annual Debate Competition for all Navy Secondary Schools at Ogbomosho in 2018 and the Team came first.
- Pioneer Best Teacher for the Month of May, 2018, Nigerian Navy Secondary School, Okura.
- Third Best Short Story Award 2011, English and Literary Studies, UNN.
- Best Behaved Male ELSAITE 2011, English and Literary Studies Department, UNN.

REFEREE

MR. ANTHONY ATTAI VICTOR

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