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GABRIEL EDET

SKILLS

Technical Skills

- **Microsoft Office Suite:** Proficient in Word, Excel, PowerPoint, and Outlook.
- **Web Design:** Basic knowledge of HTML, CSS, and Bootstrap.
- **Design Software:** Familiar with CorelDRAW.
- **Document Management:** Skilled in document creation, editing, and printing.
- **Prompt Engineering:** Ability to utilize A.I to boost efficiency in given tasks.

Soft Skills

- **Interpersonal Skills:** Strong communication, teamwork, and leadership abilities.
- **Adaptability:** Quick learner and open to new challenges.
- **Problem-Solving:** Creative thinker and effective problem-solver.

EXPERIENCE

Learners' Castle School, Lagos — *Educator and Administrative Assistant*
2022 - 2023

- Facilitated the education and development of young children, ensuring an engaging and supportive learning environment.
- Operated and managed the school computer, performing typing, document preparation, and printing tasks with accuracy and efficiency.
- Provided training and assistance to staff in using computer systems and software for administrative and educational purposes.

Diamond Business Center, Lagos — *Computer Operator*

2021 - 2022

- Managed daily operations of the shop, including inventory control, sales, and customer service.
- Trained and supervised students on computer operations and customer service procedures.
- Performed data entry and processing tasks.

EDUCATION

University of Uyo, Uyo — *B.A. ENGLISH*
2023 Uyo, Akwa Ibom State

Ikorodu High school, Lagos — *SSCE*
2012 - 2019 Ikorodu, Lagos State