



OKORO AMAJU

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OBJECTIVE

I am a proactive,intelligent,detail oriented and a graduate of civil engineering with strong interpersonal skills and commercial awareness. I am motivated by a limitless passion,assessment,and effective use of all resources to defuse problems and challenges as well as learning. Due to my ability to learn quickly, I am ever ready to provide the best services at every demand. I also get involved in free legal Christian outreach and other humanitarian services.

WORK EXPERIENCE

mcquittton engineering and consultancy firm

November 2019 — Present

Freelance engineer

- Contributed many successful ideas to improve constructions.
- Managed files for projects, continuously updating and organizing records.
- Worked effectively with a diverse team to accomplish daily objectives and meet long-term goals.
- Helped the team handle high-volume work by effortlessly prioritizing tasks and organizing supplies.
- Supported team with expert administrative support, filing all records and coordinating appointments.

Estate High School Akobo

December 2018 — October 2019

Teacher (NYSC)

- Supported student interests by assisting with afterschool activities, special events, and clubs such as mathematics competition.
- Delivered engaging lectures and facilitated lively classroom discussions for up to 60 students.
- Taught beginning and advanced Basic technology classes to Junior secondary students.
- Expanded students' horizons with thoughtful explorations of current events.
- Improved instructional standards by contributing to successful curriculum updates.
- Enhanced classroom by creating warm, welcoming, and creative spaces.
- Increased available resources for less fortunate students with innovative fundraising strategies.

Advanced resources company

February 2017 — August 2017

Intern

- Prevented technical problems by maintaining equipment and troubleshooting issues.
- Helped with project supervision of 2 projects to ensure quality.
- Kept office file system highly organized and quickly retrieved needed records.
- Coordinated documents, communication, and resources needed for roads rehabilitation projects.
- Oversaw and performed surveying operations to identify elevations and grades to successfully guide construction.
- Prepared cost estimates for equipment, materials and labor in order to determine if

projects were economically feasible.

- Reviewed field surveys to learn of specific project requirements.
- Utilized design software for the design and planning of a variety of different projects.
- Wrote technical reports when necessary.

Mcquittan engineering and consultancy firm

April 2016 — August 2016

intern

- Optimized billing for previous orders, correcting errors and offering incentives.
- Minimized errors by taking care with data entry and account updates.
- Assisted customers with order inquiries, tracking deliveries and resolving shipping concerns.
- Assisted with payroll administration by organizing relevant data, including hours, absences, and bonuses.
- Met with clients to discuss and clarify unique requirements for projects.
- Met inbound customer needs while maintaining strict performance targets.
- Updated records with all interactions and customers transactions.
- Met customer needs consistently, closely discussing each person's needs and how best to meet each one.

Computer training institute

April 2015 — August 2015

Administrative support officer

- Acknowledged customer issues and resolved their problems quickly and efficiently.
- Assisted clients in understanding their available options and helped them select the right service plans for their needs.
- Contacted existing and new customers to discover their needs and to explain how certain products could be useful to them.
- Developed and implemented tailored service plans to the needs of particular clients.
- Effectively communicated with other employees and upper management to ensure complete care of customers.
- Evaluated the customers' needs and provided service options to meet their requirements.
- Followed up with customers ensuring their satisfaction with their purchases.
- Fulfilled administrative duties, including: completing and filing paperwork, directing a multi-line phone and setting appointments.
- Greeted customers and offered them assistance where possible.
- Identified prospective customers through use of business directories, conferences, trade shows and by following existing clients' leads.
- Informed customers about current promotions and sales, encouraging them to take advantage.

HARD SKILLS

- Project management
- Technical writing
- Team player
- Business Acumen
- Tech/Digital
- Health and safety
- Decision making
- Time management

QUALIFICATIONS

Microsoft certification

August 2014

Computer Training institute, Warri, Delta state

EDUCATION	<p>B.eng in Civil engineering Afe Babalola university, Ado ekiti</p>	September 2013 — October 2018
	<p>West African Senior Secondary Certificate</p> <p>Charity schools, warri, Delta state</p>	September 2010 — July 2012
INTERESTS	<ul style="list-style-type: none"> • Reading • Volunteering • surfing the internet • Mentoring 	
REFERENCES	Available	