

IFEJIKA Victoria Ogochukwu

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OBJECTIVE

Seeking opportunities which would require me to work with an existing staff as an enthusiastic, dedicated and versatile young person with an outstanding academic background and excellent attitude, to optimize and make effective activities carried out in the firm.

WORK EXPERIENCE

December 2016 –Date -

Kingston College Ibadan, Oyo State

Front desk Officer (Place of Primary Assignment for NYSC)

- Coordinate mail flow in and out of the office.
- Coordinate office activities.
- Perform basic bookkeeping, filing, and clerical duties
- Answer inquiries about the school.
- Greet visitors warmly and make sure they are comfortable

January 2016-October 2016 -

Sky Base Technology Onitsha, Anambra State

ICT Staff / Computer Instructor

- Provided appropriate teaching and learning environment for Students
- Ensured all work is carried out and documented in accordance with required standards, methods and procedures
- Used agreed tools, templates and standards to create dynamic, well designed and responsive web pages with specified content and layout
- Used Corel Draw for Graphic designs for clients and the firm

January 2013-December 2013-

School of Medical Laboratory Technicians Immaculate Heart Hospital, Onitsha, Anambra State

ICT Staff

- Maintains confidentiality and observes data protection.
- Helps to resolve problems (e.g. poor performance) and faults (e.g. system failure) occurring in the operation of hardware and software.

January 2009- January 2010-

D Able Computer Institute Onitsha, Anambra State

ICT Staff

- Monitored progress of requests and ensured clients were satisfied with the use of Microsoft Office.

SKILLS/ABILITIES

- Able to work on tasks individually or as part of a team.
- Able to focus on accuracy and attention to detail whilst under pressure and against deadlines.
- Proficient in MS Word, MS Excel, MS Access, Ms PowerPoint, Corel Draw and many other applications
- Good website designer with the use of CMS such as WordPress, Os class, PrestaShop, Joomla etc.

- Good Knowledge of some programming languages such as VB.net, Html, Css and JavaScript.
- Ability to deal professionally but firmly with customers, including people older than myself.
- Ability to understand problems and then develop imaginative and inventive solutions.

EDUCATION

September 2013 – October 2015	Institute of management and Technology Enugu <i>Higher National Diploma (HND)</i> <i>Computer Science, Upper Credit (CGPA 3.41)</i>
November 2010 – December 2012	Institute of Management and Technology Enugu <i>National diploma (ND)</i> <i>Computer Science, Upper Credit (CGPA 3.27)</i>
September 2008 – June 2010	Mid-Town College Emenike, Port-Harcourt <i>West Africa Senior School Certificate Examination (WASSCE)</i>
September 1995 – July 2002	Model Innovative School of Today Nursery and Primary Nkpor-Agu, Onitsha, Anambra State <i>First School Leaving Certificate (FSLC)</i>

RESEARCH PROJECTS/PUBLICATIONS

- Objective Questions and Answers Reshuffling Software
IFEJIKA OGOCHUKWU V., August 2015
- Mechatronics, Electronics and Automation Engineering
IFEJIKA OGOCHUKWU V., June 2015
- Unbelievable
(Novel)
IFEJIKA OGOCHUKWU V., 2011

INTERESTS/ACTIVITIES

- Research
- Education
- Mentoring
- Writing
- Surfing the internet for updates