

# ROBERT, NDIFREKE PATRICK

2 Division, Adekunle Fajuyi Cantonment, Odogbo Barracks,  
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**CAREER OBJECTIVE:** A dynamic personnel with excellent communicative skill, initiative skill and project management skills developed over the course of my study. Possess the ability to use organizational skills to provide administrative support to your team.

## EDUCATIONAL QUALIFICATIONS

- **B. Sc. (ED) Science Education (Integrated science)** **2014 – 2018**  
(Second Class Hons., Upper Division)  
Akwa Ibom State University (AKSU), Akwa Ibom State, Nigeria.
- **National Examination Council** **2006 – 2012**  
Adiaha Obong Secondary Commercial School Eniong Offot,  
Uyo L.G.A., Akwa Ibom State.
- **First School Leaving Certificate (FSLC)** **2000 – 2006**  
Wisdom International Nursery/ Primary School Nnung Atai Etta,  
Okobo L.G.A., Akwa Ibom State.

## CAREER HISTORY AND PROFESSIONAL EXPERIENCE

- **NYSC** **2019-2020**  
2 Division, Adekunle Fajuyi Cantonment, Odogbo Barracks, Ibadan,  
Oyo State.
  - Science teacher at Command Day Secondary School, Odogbo Barracks, Ibadan.
  - Piloted the responsibility of increasing the learner's knowledge in science at elementary level.
  - Helped to inculcate morals and values in students.
- **Teachers Registration Council of Nigeria (TRCN)** **2019**

- o Certificate of professionalism into the organization.

➤ **SCIENCE TEACHER ( TEACHING PRACTICE) 2017**

Cornelia Connelly College, Afaha Oku, Uyo Itam, Akwa Ibom State, Nigeria.

- o Basic attempt in teaching.
- o Practical application of knowledge acquired.
- o Learning from colleagues with experience and adequate mastery of the profession.
- o Educating students in my field of study.

➤ **PERSONAL ASSISTANT 2012- 2014**

Kaylewis computer center, Ikot Ekpene Road, Uyo, Akwa Ibom State.

- o Acted as a bridge between the manager and the customers.
- o Booked and reminded manager of appointment schedule.
- o Piloted appointment booking system which increased office efficiency.
- o Implemented customer feedback system with solutions to their issues thereby increasing customer satisfaction.
- o Negotiated with customers over the price for services.
- o Answered phone call and messages.

**INFORMATION TECHNOLOGY AND PROFICIENCY**

- Proficient use of Microsoft word, Excel, Spread sheet and power point.

**Skills**

- A Confident and articulate verbal and written communicator.
- Conversant with managing multiple calendars and meeting booking systems.
- Professional and courteous.
- Effective supervision and management of people, resources and assets.
- Adaptable to challenges.

**Interest and activities**

Researching and learning about other fields, ready to share knowledge acquired to others, Reading and updating my knowledge -based, interested in adventures.

**REFEREES**

Available on request.