

Kate Fubara Dagogo

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Objective:

Highly motivated and detailed oriented individual seeking to secure a Project Management Graduate Trainee position in a Seflam SGL Limited where I can apply my skills and knowledge to contribute to the success of projects.

EDUCATION

NYSC Discharge Certificate	2025
Bachelor of Arts (B.A) in Linguistics, University of Uyo.	2025
BENSTEV COLLEGE OF HOSPITALITY	
Human Resource Management	2025
Crystal Safety and training institute Certificate	
Human Resource Management	2025
Project Management Professional	2025

Professional Experience:

Front Desk Receptionist

- **Dmatel Gold Hotel, 91 Stadium Road | 2022**
- Managed reservations, check-ins, and check-outs efficiently using computerized systems.
- Provided excellent customer service by addressing inquiries and resolving issues professionally.
- Assisted in organizing and coordinating events, ensuring seamless execution.
- Maintained accurate records and reports, demonstrating strong attention to detail.

Cashier

- **Mr. Biggs Fast Food, Rumuobekwe | 2013**
- Handled cash transactions accurately and efficiently, ensuring excellent customer service.
- Resolved customer complaints and inquiries, contributing to positive guest experiences.
- Maintained an organized work environment to enhance operational efficiency.

Cashier

- **The Wealth Place Fast Food, Oil Mill Junction | 2015**
- Processed customer orders with speed and accuracy, improving sales and customer satisfaction.
- Communicated promotions and menu items effectively to customers.
- Assisted in training new employees to uphold high service standards.

SKILLS & COMPETENCIES:

Research & Analysis: Strong ability to conduct desk research, monitor trends, and compile insights for reports and presentations.

Project Management: Experience in organizing events, tracking activities, and ensuring timely execution of tasks.

Data Management: Proficient in maintaining stakeholder contact lists and tracking engagement metrics.

Communication: Excellent written and verbal communication skills in English.

Technical Skills: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Organizational Abilities: Strong attention to detail and ability to manage multiple tasks

efficiently.

Adaptability & Teamwork: Quick learner with a proactive attitude, able to work effectively in diverse environments references.

Available upon request

I look forward to the opportunity to contribute my skills and enthusiasm to your company. Please contact me via email or phone at your earliest convenience to discuss my application further. Thank you for considering my candidacy.