

UBIA OKECUKWU JOSEPH

SUMMARY

I have 5 years of experience of Hospitality Management at various reputable organizations. I am looking for the opportunity to advance to a Management position where I can use my skills in developing strategies and leading a team. Highly organized in communication, interpersonal, problem solving and working with team members. I have a proven ability to participate and handle needs of clients, I can also successfully manage multiple tasks prioritize effectively to achieve goals.

EXPERIENCE

BLACKSAMLTD— MARYLAND, Lagos. FEBRUARY 2019- PRESENT

Team Leader, Staff Trainer, Production Manager, Cashier, Customer Services

- Monitored work-flows to ensure accuracy in data entry processes and provide timely resolutions when issues arise.
- Notified supervisors of overarching customer and team member concerns.
- Mentored and coached team members to ensure successful performance.
- Mentored junior staff by providing advice on how to handle challenging situations effectively.

DIGITAL SMART – V.I, Lagos Nigeria. MAY 2019 - JANUARY 2019.

INTERN – AS DIGITAL EDUCATOR

- Created computer-generated artwork using design software.
- Determined size and arrangement of illustrative materials and copy.
- Collaborated with marketing team to develop concepts for campaigns and promotions.
- Developed a range of web page designs incorporating animation, video and other multimedia elements.
- Optimized graphics for web usage through image optimization techniques.
- Assisted senior designers in production processes by providing technical support when needed.

EDUCATION

UNIVERSITY OF LAGOS, AKOKA, LAGOS
National Diploma. 2016 – 2018

SOCIAL ADMINISTRATION AND DEVELOPMENT – S.D.A

PROJECT W.R.A.P. COVENANT CENTER. VI, LAGOS.
Diploma Certificate. 2016 – 2018

WEBSITE DEVELOPMENT

DIGITAL SMART, V.I, LAGOS
Diploma Certificate. JAN.2020 – JAN.2021

DIGITAL EDUCATOR

CONTACT

Phone: (+234) 8075100681

ubiajoseph@gmail.com

[LinkedIn](#)

[Portfolio](#)

Lagos, Nigeria.

SKILLS

TOOLS

Visual Studio Code (HTML AND CSS), Adobe XD, Canva Slack, Word and Docs

INTERPERSONAL

Empathy

Creativity

Growth Mindset

Critical thinking

Adaptive Learning

Problem Solving

Team Spirit

Communication Skills

LANGUAGES

English - First Language

Igbo - Native

INTERESTS

Music, Drawing, Art, Travel

REFERENCE

DR. J.O AWOYINFA

University of Lagos, Akoka, Lagos state.

Phone: (+234) 8023222096

MRS. OKECHUKWU .C.

Command Secondary School, Ikeja, Lagos.

Phone: (+234) 8026545827