

JOY N. CHIMA-EDWARD

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BIO

I am a young female Economics Education graduate who is passionate about administration and organization. I strive to get results, be productive and excellent which has made me garner a number of skills. However, these skills are subject to development so I can achieve fecund results in any working environment.

EDUCATION

Benson Idahosa University, Edo State, Nigeria. <ul style="list-style-type: none"><i>B.Sc (Ed) Second Class Honours, Upper Division</i>	2018-2022
MOUAU Demonstration Secondary School, Abia State, Nigeria. <ul style="list-style-type: none"><i>West African Senior School Certificate Exam</i>	2013-2018
Awesome God Education Centre, Abia State, Nigeria. <ul style="list-style-type: none"><i>First School Leaving Certificate</i>	2005-2013

CERTIFICATION

Jobberman Nigeria <ul style="list-style-type: none">Accelerated Soft Skills Training	2022
Google Digital Skills for Africa <ul style="list-style-type: none">Fundamentals of Digital Marketing	2022

WORK EXPERIENCE

Benson Idahosa University, Edo State. Administrative Assistant <ul style="list-style-type: none">Assist in record keepingEnsure documents are sent on timeWeekly reporting to the head of departmentDelivery of all mailed documents to the appropriate office	2022- date
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VOLUNTEER/LEADERSHIP EXPERIENCE

Christian Fellowship International	April, 2022
Campus Life Divison, Benson Idahosa University.	2018-2022
Ministry of Housing, Abia State.	July, 2021
MOUAU Demonstration Secondary School, Abia State.	June, 2019

KEY SKILLS

- **Strong management and project management skills**

Carried a full academic course load while holding leadership position in my department and fellowship simultaneously.

- **Excellent communication (verbal and written) skills.**

Can follow instructions and ask questions when necessary. I am confident in front of an audience.

- **Administration and organization skills.**

I am able to carry out tasks by just knowing the expected results. I ensure responsibilities delegated to me are effectively and efficiently delivered.

- **Teamwork skills.**

Ability to work with people and carry them along when working on a project.