**JOY N. CHIMA-EDWARD**

Osagie Avenue, Ugbor Village, Edo State, Nigeria.

+234-816-201-9234| [nmeriomachi@gmail.com](mailto:nmeriomachi@gmail.com)

**BIO**

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*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**

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**Benson Idahosa University, Edo State, Nigeria.** 2018-2022

* *B.Sc (Ed) Second Class Honours, Upper Division*

**MOUAU Demonstration Secondary School, Abia State, Nigeria.**  2013-2018

* *West African Senior School Certificate Exam*

**Awesome God Education Centre, Abia State, Nigeria.** 2005-2013

* *First School Leaving Certificate*

**CERTIFICATION**

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J**obberman Nigeria** 2022

* Accelerated Soft Skills Training

**Google Digital Skills for Africa** 2022

* Fundamentals of Digital Marketing

**WORK EXPERIENCE**

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**Benson Idahosa University, Edo State.** 2022- date

**Administrative Assistant**

* Assist in record keeping
* Ensure documents are sent on time
* Weekly reporting to the head of department
* Delivery of all mailed documents to the appropriate office

**VOLUNTEER/LEADERSHIP EXPERIENCE**

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**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**

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| * **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. |

**REFEREES**

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* Mazi Louis Amaechi Onyeador 08099990259

Barachiel Energy Resources Ltd.

i7a Buena Visita Estate, Lekki, Lagos.

* Prof Willaims A. Oduh 08056641248

Head of Department (Education).

Benson Idahosa University, Benin City.

* Prof Sam Guobadia 08072741318

Vice Chancellor.

Benson Idahosa University, Benin City.