

CURRICULUM VITAE

OKON, GRACE EDEM

2 William George Street, Calabar,

Cross River State, Nigeria.

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Email: g r a c i o l o g y 1 @ g m a i l . c o m

PERSONAL PROFILE: I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

STRENGTH: High Team Spirit ability,
Excellent in Interpersonal Relation,
Resourceful Approach to Solving Problems,
Ability to work with less Supervision.

PROFESSIONAL CERTIFICATION:

Open University, Nigeria	Google Digital Marketing
Open University, Nigeria	Data Entry
International Training Center	International Labour Standards
La Plage Metaverse	Executive Diploma, Human Resource Management
Meta-Verse	Social Media Marketing

COMPUTER SKILLS

Royal Connectivity Computer Academy, Calabar	Computer Appreciation
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PERSONAL DATA:

Date of Birth:	10 th July 1993
Sex:	Female
Marital Status:	Married
Local Government Origin:	Akpabuyo LGA
State of Origin:	Cross River State
Nationality:	Nigerian

WORKING EXPERIENCE:

General Secretary	Mabek Security, Calabar
Departmental Secretary	Pharmacy Department College of Health, Calabar
Senior Human Resource Officer	Earnshaw Enterprise, Calabar
Easy-Tech Solution Ventures	Data Entry Specialist

EDUCATIONAL QUALIFICATION	QUALIFICATION	YEAR
University of California Irvine	Human Resource Analytics	2021
Diploma in Computer studies	Diploma Computer Studies	2015
Pinn Margaret Secondary. School,	WAEC/SSCE	2011
Government Primary School Idang,	FSLC	2000

LEADERSHIP EXPERIENCE:

School Prefect Girls Pinn Margaret Secondary School, Calabar.	2016
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SKILLS AND CRAFTMANSHIP:

Proficiency in Microsoft office, PowerPoint, Microsoft Excel

Data Entry Specialist

Marketing

Networking

Proofreading and translation

LANGUAGE:

Spoken and written English, Efik

INTEREST/HOBBIES

An Excellent Researcher

Lover of Classical and Contemporary Music

Participates in Outdoor Activities like Sports.

Documentation and Data Analysis

Reading and Writing

REFEREES

Pastor. Uduak Augustine

DG. Covenant Keepers Network, Calabar

08106023274

Mr. Emmanuel Henshaw

CEO Earnshaw Enterprise, Calabar

Cross River State

08054248177