

Address: no 3 Sonia Crescent Izakpa, Off Airport Road, Warri Delta State, Nigeria.

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OSHOZE VICTORY OZONO

PERSONAL DATA

Date of Birth: 19/12/1997

Sex: Female

State of Origin: Edo

Marital Status: Single

LGA of origin: Etsako East

EDUCATION

Primary Education

St Lucks Nursery and Primary School, Warri, Delta State.

Secondary Education

Cambridge International School, Warri, Delta State.

Stafford House International School, Warri, Delta State.

Tertiary Education

Bachelors of engineering (B.Engr.) in Computer Engineering

Bells University of Technology, Ota, Ogun State.

EXPERIENCE

Personal Assistant

(December 2020)

Barrister Mrs. Bawo

- Managing diaries and organizing meetings and appointments
- Dealing with correspondence and phone calls
- Reminding the manager of important task and deadlines

IT Personnel (NYSC)

(December 2019- October 2020)

Ministry of Works and Transportation (Ekiti)

- Training of IT students
- Monitoring and Maintenance of company's IT infrastructure
- Troubleshoot system and network problems, diagnosing and solving hardware and software faults

Personal Assistant

(December 2019)

Gucci Entertainment

- Managing diaries and organizing meetings and appointments
- Booking and arranging travel, transport and accommodation
- Reminding the manager of important task and deadlines

Team Member

(August 2019- Present)

Dr. Emmanuel Paddy Foundation (DP Foundation) (NGO)

- Co-organizing and initiating foundational events
- Recruit and coordinate the work of volunteer
- Carrying out public relation activities to raise the profile of the organization's services and activities.

Team Member

(2018- Present)

Cleverminds Foundation (NGO)

- Assist in the design of fundraising materials
- Carrying out administrative task, such as gathering data, applying for grants, preparing reports and so on
- Approach potential donors and maintain donor list

IT Personnel/Student (6months SIWES)

(March 2018- September 2018)

HIIT plc

- Assist in analytical problem-solving

- Follow instructions to repair a fault or set up a system
- Provide support including relevant reports

IT Personnel (3months industrial training)

(June 2017- August 2017)

Partners for Development PFD (NGO)

- Monitoring and Maintenance of company's IT infrastructure
- Interact with business representatives determine the technology required to align with the needs of the company
- Test and evaluate new technologies
- Install and configure computer hardware operating system and applications

TECHNICAL SKILLS AND SPECIALIZED TRAINING

- Proficient in Microsoft Office
- Computer Repairs and Maintenance (CompTIA A+)
- Networking basics (CCNA)
- AutoCAD Basics
- Minor Crafts

PERSONAL SKILLS

- Proficient Communication Skills (Jobberman)
- Excellent Team Player and have Excellent Interaction Skills to Coordinate and Work Within a Team
- Excellent Leadership Skills
- Excellent Problem-Solving Abilities
- Ability to Adapt to Change
- Honest, trustworthy and reliable.

LEADERSHIP AND VOLUNTEER EXPERIENCE

- Achieving wives foundation scholarship program inauguration and end of year celebration (December 2020)
- Cleverminds (the give back party) Christmas celebration of orphans and under privileged children (December 2020)
- Dp foundation (free surgeries) medical program (project lead) (November 2020)
- Clever Minds boxes of hope project (project lead) (August 2020)
- Divine power academy (Ekiti) (February 2020)
- Dp foundation annual medical outreach (January 2020)
- Dp foundation annual widow's relief program (December 2019)
- Guwor Emomotimi Foundation free JAMB form project (December 2019)
- Dp foundation (an evening with DR. Paddy) grant initiative program (December 2019)
- Clever Minds (F.E.E.L the kick) fund raising charity football project (December 2019)
- Dp foundation (free surgeries) medical program (August 2019)

REFERENCES

[Available on request](#)