

# COMPLETE UCHEBUDIKE

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## PROFESSIONAL SUMMARY

Results-driven Industrial Physics graduate with strong analytical and problem-solving abilities, seeking to leverage data interpretation, process optimization, and technical expertise in a dynamic business environment. Experienced in data-driven decision-making, process improvement, and IT support within educational, technology, and energy sectors. Adept at using Excel, data visualization tools, and IT infrastructure support to improve operational efficiency. Passionate about applying analytical skills to solve business challenges and contribute to impactful and innovative solutions.

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## WORK EXPERIENCE

### Exam Content Manager | ExcelMind, Lagos.

#### August 2024 - Present

- Develop and structure exam questions and study materials for local and international standardized tests (WAEC, JAMB, SAT, ICAN, GMAT, etc.).
- Analyse trends in global standardized testing to ensure content remains competitive and up-to-date.
- Optimize content workflow using Excel automation and data validation techniques to streamline production and review processes.
- Collaborate with subject matter experts (SMEs) to ensure content clarity, consistency, and fairness across all exam materials.
- Manage a team of content specialists, ensuring quality, consistency, and alignment with global educational standards.

### Graduate Intern | Information Technology and Media Services (ITEMS), University of Ibadan, Oyo.

#### July 2023 - June 2024

- Provided technical support and IT solutions for data processing and multimedia services.
- Led data collection and processing initiatives, ensuring accuracy and efficiency in high-volume operations.
- Oversaw inventory management using advanced Excel functions to enhance tracking and reporting.
- Developed a QR code-based attendance system, improving tracking and verification for university events.
- Assisted in audio-visual setups, live streaming, and logistics coordination for staff events.

### Industrial Training Intern | XIGMA Input and Output Technology, New Digit Renewables and Environment, Benin-City, Edo.

#### April 2021 - July 2021

- Conducted basic energy audits and assisted in photovoltaic (PV) system installations.
- Analysed energy efficiency data and contributed to optimization reports.
- Assisted in repairing electrical components in renewable energy systems.
- Shadowed senior engineers in project development and energy optimization strategies.

### Social Media Manager | Ruruworldevents, Benin-City, Edo.

#### January 2017 - November 2019

- Managed online campaigns to improve brand engagement and visibility.
- Assisted in inventory tracking and basic financial documentation for imported materials.

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## EDUCATION

University of Benin  
B.Sc. Industrial Physics  
Second Class Upper Division

January 2018 - January 2023

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## CERTIFICATION

NYSC Certificate of Completion

July 2023 - June 2024

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## SKILLS

**Analytical & Problem-Solving:** Data interpretation, process optimization, decision-making.

**Data & Tech:** Data cleaning, visualization, advanced Excel (dynamic ranges, slicers, data validation).

**IT & Infrastructure:** Troubleshooting, inventory tracking, system management

**Project & Content Management:** Workflow automation, content strategy, deadline management.

**Interpersonal Skills:** Team leadership, effective communication, and event coordination.

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References are available on request.