

Fortune Okwu

POLITICAL SCIENCE GRADUATE

CONTACT

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📍 Garki, Abuja

SKILLS & STRENGTHS

Strong work ethic - Reporting - Data Entry - Empathic listener and eloquent speaker - Communication - Electronic presentation - Supply Logistics - Customer Service - Sales & Marketing Experience - Hospitality - Invoicing - Strategic planning and analysis - Excellent negotiation skills - Conflict resolution - Emotional Intelligence - Ability to multitask while meeting deadlines

EDUCATION

Bachelor of Arts in Political Science
Tansian University Umunya, Anambra State, Nigeria | 2019

Diploma in Mass Communication
College of Petroleum Technology, Akwa Ibom State, Nigeria | 2011

West African Senior School Certificate
Tony Cheta College, Kano State, Nigeria | 2008

First School Leaving Certificate (FSLC)
Cornerstone Nursery and Primary School, Kano State, Nigeria | 2002

HOBBIES & INTEREST

Reading
Researching
Sports

CAREER SUMMARY

A motivated and personable political science graduate. Eager to study Masters in International Relations at the North Umbria University. Strong theoretical background in Political Science. Hardworking Manufacturing Production Assistant, successful in working long hours in challenging environments, and completing tasks within timeframe to achieve team goals.

PROFESSIONAL EXPERIENCE

PRODUCTION ASSISTANT March 2019 - Present
Vic-Del Industries Limited, Umuahia, Abia State, Nigeria

Working as a manufacturing production assistant to provide support for daily operations, manufacturing, quality check, inventory and shipping and receiving of products.

- Ensure that new fragrance of air freshener is produced quarterly.
- Ensure proper packaging of the product.
- Ensure that production is done adequately as at when due.
- Assisted machine operators. Examined products to verify they met quality standards.
- Observed equipment operations so that breakdowns were avoided.
- Ordered supplies and filing log sheets.
- Assisted the production team with packaging orders, labeling boxes, and preparing orders for shipment.
- Ensured that necessary paperwork and data entry is completed as assigned.
- Handled Employee disciplinary action.

ENGLISH TEACHER Aug 2013 - Dec 2015
Standard Comprehensive Secondary School, Sabon Gari, Kano state
Worked as an English Teacher.

- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance.
- Planned and delivered English language lessons Combined various English teaching methods and techniques to help students improve their results.
- Maintained positive student-teacher relationship and cooperated with parents on a daily basis.
- Worked closely with other teachers to ensure curriculum are met and delivered lessons to the students.
- Met parents and school administration staff; maintained discipline in the classroom.