
VERA CHINENYE EZEJIOHA

Address: Dawaki, Abuja, FCT | verachinwa@gmail.com | 09153220564, 09164371353 | **DOB:** 15 /07/1995

CAREER OBJECTIVES

To enhance my administrative skills, while applying my organizational skills to contribute to productivity. I am willing, and ready to relocate to any part of the country, or world at large.

RELEVANT SKILLS

Communication skills

- Great public speaking skill
- Excellent listening skill

Organizational skills

- Delegation skill
- Meticulousness
- Problem-solving skill

Technical skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Creativity, Flexibility. Adaptability, Initiative-taking, Industriousness, Diligence

EMPLOYMENT PROFILE

1) Job title: Administrative Secretary

Date: May, 2022– December, 2022

Organization: Adorable Foundation International

Duties and responsibilities

- Administrative roles
- Scouting for prospective Sponsors and Partners
- Record keeping

- Book keeping

2) Job title: Marketing Officer & Supervisor **Date:**

November, 2020 – August, 2021

Organization: Dr. Sparkle Company Limited

Duties and responsibilities

- Administrative & Supervisory roles
- Marketing roles
- Stock-taking & Reconciliations
- Recruitment processes
- Procurement & Supply chain duties

3) Job title: Marketing Services Assistant

Date: September 2020 to October 2020

Organization: Nestle Ghana Limited, Dzorwulu

Duties and responsibilities

- Assisting with Consumer Services & Marketing Services roles

4) Job title: National Service Person

Date: September 2019 to August 2020

Organization: Nestle Ghana Limited, Dzorwulu

Duties and responsibilities

- Conducting surveys
- Assisting with complaint handling

- Running reports
- 5) Job title:** Marketing Officer
Date: November 2014 to March 2015

Organization: Saham Life Insurance, Adabraka

Duties and responsibilities

- Marketing packages to prospective clients, and closing as many cases as possible

EDUCATIONAL BACKGROUND

NAME OF SCHOOL	ATTENDED FROM	ATTENDED TO	PROGRAM
University of Ghana, Legon	2015	2019	BSc. Family and Consumer Sciences (Family and Child Studies) - First Class Honors
Achimota Secondary School	2011	2014	WASSCE
Blessed Schools Complex	2008	2011	Basic Education

CERTIFICATES/AWARDS & VOLUNTARY WORK

CERTIFICATES/AWARDS	DATE	VOLUNTARY WORK	DATE
Certified Graphic Designer, Awarded By Solution Innovation District, In Partnership With Microsoft	April, 2023	Social Media Marketer at Afrilinks Company Limited	August 2020 - October, 2020
Certified Confectioner, Graduated from Sweet Confections, Ibadan, Nigeria	December, 2021	Organizer, Best You Conference at University of Ghana	May, 2019
Winner, NESCAFE Start Strong Finish Strong Challenge	February, 2020	Usher at Ghana Club 100 Award Ceremony	2018
The Duke of Edinburgh's International Award, Ghana	2018	General Secretary, Jubilee Hall/ISH JCR	2017/2018
University of Ghana Dean of Students Leadership Seminar	December, 2017	Volunteer, Rural Development and Educational Project-UG	2016