



## Chisom Oguanya

**Nationality:** Nigerian (Nigeria) **Date of birth:** 26 Jul 1999

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### ABOUT ME

I'm a Virtual Assistant, I possess strong organizational and communication skills to effectively manage and prioritize tasks including email management and meeting scheduling, ensuring everything runs smoothly.

### WORK EXPERIENCE

#### UI/UX designer

**Techyjaunt** [ Sep 2024 – Current ]

**City:** online | **Website:** [www.techyjaunt.com](http://www.techyjaunt.com) | **Name of unit or department:** design

**Links:** <https://www.figma.com/design/l2zEe0at5k2eO5M15oONJJ/Ella's-designs?node-id=196-45&t=OlSffz0BxXVR3oGd-1> | <https://www.figma.com/design/l2zEe0at5k2eO5M15oONJJ/Ella's-designs?node-id=196-46&t=OlSffz0BxXVR3oGd-1>

- - Conduct user research to understand target audiences, gather insights, and define user needs and pain points.
- - Create wireframes, prototypes, and user interface designs for web and mobile applications, ensuring they are user-friendly and visually appealing.
- - Collaborate with cross-functional teams, including developers, product managers, and stakeholders, to align designs with project goals and technical constraints.
- - Design and maintain a consistent visual language, adhering to brand guidelines and ensuring a cohesive user experience across platforms.
- - Perform usability testing on prototypes or existing products, collecting feedback to refine and improve the user experience.
- - Develop user personas, user flows, and journey maps to visualize the user experience and guide design decisions.
- - Implement accessibility standards to create inclusive designs that accommodate diverse user needs.
- - Use design tools such as Figma, or Sketch to create high-fidelity mockups and interactive prototypes.
- - Stay updated with the latest UI/UX trends, tools, and best practices to incorporate innovative ideas into projects.
- - Work closely with developers during the implementation phase to ensure the final product aligns with the intended design.

#### Sales assistant

**MRS FILLING STATION** [ Oct 2019 – Jan 2020 ]

**Address:** 39 Zik avenue, enugu (Nigeria)

- Greeted and assisted customers in the store.
- Answered customer questions about products and services.
- Recommended products based on customer needs.
- Ensured shelves are stocked and merchandise is organized.
- Operated cash registers and handling payments.
- Processed returns, exchanges, and refunds.
- Kept the sales floor clean and tidy.
- Monitored inventory levels and reporting shortages.

- Assisted with promotional displays and signage.
- Provided excellent customer service to enhance shopping experiences.
- Supported team members during busy periods.
- Always informed about new products and store policies.

## Teaching

**National Youth Service Corps- internship** [ 26 Apr 2024 – Current ]

City: Rivers state | Country: Nigeria

- Teaching subjects based on the curriculum and syllabus.
- Preparing detailed lesson plans aligned with learning objectives.
- Maintaining a disciplined and productive classroom environment.
- Designing tests, quizzes, and assignments to evaluate student understanding.
- Grading and providing constructive feedback on student work.
- Keeping records of student performance and identifying areas for improvement.
- Offering extra help to students struggling with specific subjects or concepts.
- Advising students on college, career options, and future goals.
- Collaborating with other teachers on interdisciplinary activities and student concerns.
- Coordinating with administrators to implement school policies and initiatives.
- Supervising extracurricular activities like clubs or sports teams.
- Organizing and attending school events such as science fairs or cultural programs.
- Preparing teaching materials like notebooks.
- Ensuring a safe, inclusive, and supportive environment for all students.
- Monitoring and maintaining accurate attendance records.
- Enforcing school policies and addressing disciplinary issues.
- Acting as a role model by demonstrating professionalism, respect, and integrity.
- Teaching respect for diversity and promoting inclusion.
- Using creative and engaging methods to make learning enjoyable.
- Addressing classroom challenges proactively and finding solutions.

## Virtual Assistant

**ALX Africa** [ 23 Sep 2024 – 19 Nov 2024 ]

### Administrative Skills:

- **Email Management:** Organizing, responding to, and filtering emails effectively.
- **Calendar Management:** Scheduling appointments, setting reminders, and coordinating meetings.
- **Data Entry:** Accurately entering and managing data in spreadsheets, databases, or CRM systems.
- **File Management:** Organizing digital files for easy retrieval.
- **Travel Coordination:** Booking flights, accommodations, and creating travel itineraries.

### Communication Skills:

- **Professional Writing:** Crafting emails, reports, and other written documents.
- **Customer Support:** Managing client or customer inquiries and providing assistance.
- **Interpersonal Skills:** Building rapport with clients and maintaining professional relationships.

### Technical Skills:

- **Proficiency in Office Tools:** Expertise in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Slides).
- **CRM Management:** Familiarity with tools like Zoom or Zoho CRM.
- **Basic Graphic Design:** Using tools like Canva to create visuals.
- **Cloud Services:** Using Google Drive, or OneDrive for file sharing and storage.

### Analytical Skills:

- **Problem-Solving:** Handling unexpected issues effectively.
- **Research Skills:** Conducting online research to gather information or resources.

### Time Management

- **Task Prioritization:** Managing multiple tasks and deadlines.
- **Efficiency:** Completing tasks quickly without compromising quality.

## EDUCATION AND TRAINING

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### Higher National Diploma

*Institute of Management and Technology* [ 6 Apr 2018 – 16 Nov 2022 ]

City: enugu | Country: Nigeria | Website: [www.imt.edu.ng](http://www.imt.edu.ng)

**Networking:** Understanding TCP/IP, cybersecurity basics, and network infrastructure.

#### Analytical Skills:

- **Problem-Solving:** Devising innovative solutions to computational and real-world challenges.
- **Data Analysis:** Extracting insights from datasets using tools like Excel.

#### Soft Skills:

- **Communication:** Explaining technical concepts to non-technical audiences and writing clear documentation.
- **Time Management:** Prioritizing tasks, meeting deadlines, and managing workloads effectively.
- **Adaptability:** Staying updated with evolving technologies and learning new tools quickly.
- **Critical Thinking:** Evaluating solutions for efficiency, scalability, and security.

### VA- Virtual Assistant

*ALX africa* [ 23 Sep 2024 – 20 Nov 2024 ]

City: online | Website: [www.alxafrica.com](http://www.alxafrica.com)

#### Administrative Skills:

- **Email Management:** Organizing, responding to, and filtering emails effectively.
- **Calendar Management:** Scheduling appointments, setting reminders, and coordinating meetings.
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- **File Management:** Organizing digital files for easy retrieval.
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## LANGUAGE SKILLS

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**Mother tongue(s):** igbo | English

## DIGITAL SKILLS

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### Technical skills

data entry / internet research / growth mindset / managing client's box / attending to customers / Travel Research and booking

### Apps and tools

google meet / ms outlook / Google Suite (Doc, Slides, Form, Sheet, Drive) / Zoom / Photoshop And Figma

## Soft skills

proactiveness / confidentiality / resourcefulness / organization / time management / grit and resilience / emotional intelligence

## HOBBIES AND INTERESTS

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### Writing

I narrow my eyes at the giant standing in front of me. I haven't see him before in this our area.

*when i say 'giant', i meant that he is huge, tall and masculine and oh yeah! I'm short but not literally **short**.*

"how can i help you sir? you seem to be obstructing my way" *didn't he know that he is.*

"I'm looking for miss Delilah, do you know where i can find her?" *his husky voice rang*

"I'm Delilah, any problem?" *smirking*

"oh yes! you're under arrest for the...."

to be continued...

### Reading

- science
- romance
- inspirational

### chores

- cooking
- cleaning
- assisting

### Graphics designing

- complementary cards
- image manipulations
- flyers
- text art

