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| SUNDAY ABIGAIL offor  Address: Oworonshoki Lagos, Nigeria  Phone: [070458555949]  Email: [sundayabigailoffor@gmail.com](mailto:sundayabigailoffor@gmail.com) |
| **Career Objective**  Motivated and tech-savvy SSCE and NECO certificate holder with strong skills in Microsoft Office, website design, and basic coding. Seeking an opportunity to work in a dynamic environment where I can apply my skills in computer software, support team goals, and grow professionally in the tech field. |

# Experience

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| **2020 – 2023** **Microsoft Office Assistant / Trainee Developer – Heaven Gate Computer Center, Calabar**   * Designed and created PowerPoint presentations for clients and internal use. * Provided customer care and supported clients with their tech needs. * Improved communication and service delivery skills.   **Volunteer Student Assistant(2o20-2024)**   * Helped tutors prepare and copy lesson topics (up to 40% of content). * Created simple PowerPoint presentations for school activities. |

# Education

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| **SSCE & NECO Certificate** — *Natan Model Secondary School, Cross River State* 2018 – 2024  **First School Leaving Certificate (FSLC)** — *Cash Them Young Nursing and Primary School, Cross River State* 2012 – 2018 |
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# Skills

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| * HTML * Cascading Style Sheets * JavaScript (basic) * Microsoft PowerPoint, Microsoft Word | * Time management & organization * Personal growth and self-development |

# Activities

Enjoy organizing tasks, typing documents, assisting others, learning digital tools, and focusing on personal growth.