**Sunday Abigail Offor**  
Oworonshoki, Lagos, Nigeria  
Phone: +234 704 585 5949  
Email: sundayabigailoffor@gmail.com

**Career Objective**

Motivated and tech-savvy SSCE & NECO certificate holder with strong skills in Microsoft Office, website design, and basic coding. Seeking an entry-level role in a dynamic organization where I can apply my computer and customer service skills, support team goals, and grow professionally in the tech field.

**Education**

**New Era Secondary School, Cross River State**  
Senior Secondary Certificate Examination (SSCE) & NECO — 2018 – 2024

**Cash Them Young Nursery & Primary School, Cross River State**  
First School Leaving Certificate (FSLC) — 2012 – 2018

**Work Experience**

**Microsoft Office Assistant / Trainee Developer**  
Heaven Gate Computer Center — Calabar, Nigeria | 2020 – 2023

* Designed and created PowerPoint presentations for clients.
* Assisted and supported customers with their tech needs.
* Gained hands-on experience in Microsoft Office and client service.

**Student Assistant (Volunteer)**  
New Era Secondary School — Cross River State | 2018 – 2020

* Helped tutors prepare and organize lesson notes.
* Created simple PowerPoint presentations for school activities.

**Skills**

**Computer & Technical Skills**

* Microsoft Word & PowerPoint
* HTML, CSS (basic coding)
* Basic website design and development

**Soft Skills**

* Customer service & communication
* Teamwork & collaboration
* Time management & organization

**Hobbies & Interests**

* Helping and assisting others
* Watching educational videos
* Participating in group activities

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* Designed simple PowerPoint presentations for school activities.

**Skills**

**Technical:** Microsoft Word, PowerPoint, HTML, CSS, Basic Website Design  
**Soft Skills:** Customer Service, Communication, Teamwork, Time Management