**Sunday Abigail Offor**

Oworonshoki, Lagos, Nigeria

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**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.

**Education**

Senior Secondary Certificate Examination (SSCE) & NECO Certificate

New Era Secondary School — Cross River State

2018 – 2024

First School Leaving Certificate (FSLC)

Cash Them Young Nursing and Primary School — Cross River State

2012 – 2018

**Work Experience**

Microsoft Office Assistant / Trainee Developer

Heaven Gate Computer Center — Calabar, Nigeria

2020 – 2023

•Designed and created PowerPoint presentations for clients and internal use.

•Provided customer care and supported clients with their tech needs.

•Developed strong communication and service skills.

**Student Assistant (Volunteer Role)**

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• Helped tutors organize and copy lesson topics and notes (up to 40% of content).

• Created simple PowerPoint presentations for school activities.

**Skills**

**Computer & Software Skills**

• Microsoft Word

• Microsoft PowerPoint

• HTML

• Cascading Style Sheets

• JavaScript (Basic Knowledge)

• Basic website design and development

**Soft Skills**

• Customer service and communication

• Teamwork and collaboration

• Time management and organization

**Hobbies & Interests**

* organizing and planning tasks
* Typing and creating documents
* Helping and assisting others
* Learning new office and digital tools
* Personal growth and self-development