OKEKE CHINENYE REGINA

Address: JF 51 Apata Jenta Jos, Plateau state.
E-mail: talk2gina61@yahoo.com
Mobile: +2348031972595

EDUCATION AND QUALIFICATION

University of Abuja, Nigeria   2008 - 2013

Bachelor of Science (B.Sc.), Computer science
Second Class (Honors) Lower Division

WORK EXPERIENCE

IT Personnel at Netmark systems and technologies Jos Plateau State   July 2018-present

- Website designing, Domain Name Registration and Hosting
- Computer Maintenance, Troubleshooting and repairs
- Software installation

Secretary at Elise Internationals Ex Solutions (EIES) Ltd, Jos Plateau State   (April 2017-July 2018)s`

- Maintaining excellent records and administration
- Perform administrative tasks, including filing and photocopying
- Maintaining office inventory
- Answering calls, taking messages and handling correspondence
- Typing, preparing and collating reports

All Natural Care Solutions, Port Harcourt, Rivers State   (February 2016-August 2016)
(Alternative health and wellness center)

Traditional Chinese Medicine (TCM) Analyst

- Analyzing, compiling and validating crucial medical data
- Developing reports for upper-level management
- Analyze and prepare reports on client's results
- Compare medical budgeting to prior analysis
- Supervise the use of health and scanning machines.

National Youth Service Corps   March 2014-March 2015

Teacher Army Day Secondary School (UBE), Bori-Camp, Port Harcourt Barracks, Rivers state

- Teaching of computer studies
- Student Mentoring and Advice
- Assessment Monitoring and co-ordination

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Internship   2010- 2011

IT Assistant at ECWA Computer and Information Institute Jos, Plateau State.

- Installation of software application and hardware
- Repairs and maintenance of hardware
- Ensured that all computers and its peripherals are connected properly in the computer laboratory
- Report writing on the activities carried out in the lab.
- Handled updating and modifying of files or documents
- Teaching students

RESEARCH (STUDY)

Online Auctioning and bidding of Art works

Department of Computer Science, University of Abuja, P.M.B 117, Abuja , Nigeria**.**

EXTRA – CURRICULAR

Member, of ICPC (Independence corrupt practices and other offence commission)   2014-2015

SKILLS

Technical Skill

- **Languages** : HTML, PHP, JavaScript, CSS
- **Operating System**: windows
- Sound Knowledge in the use of application programs such as Microsoft Office(Word, Excel, and PowerPoint), Microsoft Visual Studio Code
- Good knowledge on how to create and design a website.
- Good typing skills
- **Database systems**: MySQL

Soft Skills:

- Excellent Presentation, communication and writing skills.
- Excellent in team work, collaboration and interpersonal relationship skills.
- Confident
- Well-developed analytical and numerical ability
- Admirable learning abilities

REFERENCES AVAILABLE UPON REQUEST