

# UGWU CHINWE MILLICENT

Address: No. 17 Chief Jude Umeh street, Trademore estate, Lugbe Abuja.



08147093050



ugwu.millicent@gmail.com

## PERSONAL INFORMATION

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**Date of Birth:** October 27<sup>th</sup> 1996

**Sex:** Female

**Nationality:** Nigerian

**State:** Enugu

**Marital Status:** Single

## CAREER OBJECTIVE

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To develop an excellent professional career with a goal oriented organization, through hard work, dedication, resourcefulness, an undiluted passion for excellence and exploiting my natural talents, thereby adding value to the organization.

## EDUCATIONAL QUALIFICATION

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**University of Nigeria Nsukka, Enugu State - 2017**

B.Sc. Microbiology

**Madonna International Art and Science Sec. Sch Kuje, Abuja - 2012**

West African Senior Secondary School Certificate (WASSCE)

**Madonna Nursery and Primary School Garki, Abuja - 2006**

First School Leaving Certificate

## PROFESSIONAL CERTIFICATION AND TRAINING

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**Project Management Professional through Stratedge Consulting - 2019**

Certificate in Project Management

## PROFESSIONAL WORK EXPERIENCE

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### **Future leaders Academy – Aug 2020 till date**

#### **Administrator**

##### **Job Description**

- General supervision of school operations
- Collation and Maintenance of student data
- Liaising with parents on matters concerning the school.
- Supervision of students according to the A.C.E curriculum.

### **Mildore Services ltd. June 2019 – Aug 2020.**

#### **Store Manager**

##### **Job Description**

- Sales and marketing of goods and services.
- Maintaining cash records
- General management of the store.

### **13 Brigade Medical Centre Calabar, Cross River State (NYSC service year) - 2019**

#### **Laboratory Scientist**

##### **Job Description**

- Carrying out daily administrative functions
- Keeping and updating medical records
- Diagnostic testing to aid patient diagnosis

### **National Institute for Pharmaceutical Research and Development 2016**

#### **Research/Lab Assistant**

##### **Job Description**

- Providing support in major functions around the lab.
- Administrative duties
- Testing and surveillance of HIV patients
- Writing up reports on different projects carried out at the lab.
- Taking records and general inventory of daily material usage.

## **SKILLS**

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- Proficient use of Microsoft Office suite, data analysis with Excel.
- Website development and design with (PHP, JavaScript, Html and Css)
- Graphic design with Corel draw and Adobe Photoshop
- Good research and evaluation skills.
- Learnt administration through on the job training.

- Good Leadership attributes, to train and be trained.
- Excellent interpersonal relations and effective communication skills.

## **PERSONAL QUALITIES**

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- Ability to face challenges and work under pressure.
- Ability to take on leadership responsibilities and also a great team player.
- High planning capacity and ability to adapt to new situations.
- Committed and self-motivated.
- Excellent in sharing opinions and ideas in solving technical and health related problems.
- Impeccable character and integrity.

## **REFEREES**

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Mrs. Fubara Nimi - 08039791030

Miss Bidemi Adedire – 0811348151

Warrant Officer David.O. David – 09015810420