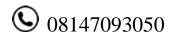
## **UGWU CHINWE MILLICENT**

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





#### PERSONAL INFORMATION

Date of Birth: October 27th 1996

**Sex:** Female

Nationality: Nigerian

**State:** Enugu

Marital Status: Single

#### **CAREER OBJECTIVE**

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**

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

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

Certificate in Project Management

#### PROFESSIONAL WORK EXPERIENCE

### 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**

- 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

- 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**

Mrs. Fubara Nimi - 08039791030

Miss Bidemi Adedire – 0811348151

Warrant Officer David.O. David – 09015810420