

Norah Ekoma Ojogun

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SKILLS

- Problem solving ability.
- Strong Attention to detail.
- Good analytical skills.
- Good Interpersonal skills
- Fast learner.
- Proficiency in Microsoft Office and Internet Research.
- Ability to prioritize, schedule, and organize laboratory tests.

SUMMARY

Enthusiastic and result oriented graduate of Microbiology with solid knowledge and experience in laboratory analysis, techniques and administrative duties. An excellent team player with the ability to communicate information to colleagues and clients, intentional about building strong customer relationships, driving brand loyalty and increasing customer engagement. Seeking a position where I can utilize my skills and experience while learning new scientific skills and also contributing to the growth and success of the organization.

EDUCATION

- University of Benin, Edo State. B.Sc (Microbiology) [Second Class Honors, Upper Division] (2016)]
- Baptist Girl's Model High School Agbor, Delta State. [WAEC] (2010)]

QUALIFICATION

Six Sigma Yellow Belt Certified

February 2023: 6 Sigma Study

Microbiology Laboratory Technician

February 2024: CPD Certified

WORK EXPERIENCE

- **Universal Investment and Development Company Limited**
[April 2022 – September 2023]
DEPARTMENT: Credit and Business Finance
Position: Investment Executive

➤ **Guinness Nigeria Plc Benin Brewery**

[JULY 2019 – March 2022]

DEPARTMENT: Quality Assurance

Position: Microbiology Laboratory Analyst

Job responsibilities:

- ★ Conducted routine and non-routine microbial analysis in strict compliance to quality and food safety standards on Water, Raw Materials, in-process materials, packaging materials and finished products to ensure consistency of products at the receiving, intermediate and finished stage and for the purpose of traceability in case of a deviation.
- ★ Carried out aseptic sampling of products with proper labeling at various stages of production, made cultures of the product in a prescribed media under controlled moisture, aeration, temperature and nutrition to detect harmful microorganisms and to obtain information about sources of pollution, contamination and the initiation of corrective action.
- ★ Carried out yeast propagation, yeast count and viability in the Microbiology Laboratory and ensured proper disposal of used microbiological items.
- ★ Prepared culture media, necessary microbiological samples, was responsible for decontaminating and proper washing of used instruments with ethanol, soap and water and ensured sterilization of microbiological items.
- ★ Ensured that analysis are conducted according to established Standard Operating Procedures (SOPs), in adherence to Good Laboratory Practices (GLP).
- ★ Ensured timely analysis of samples to prevent production loss time and waste. Interpreted test results, compared them to established specifications and control limits, and made recommendations on appropriateness of data for release of the alcoholic beverage.
- ★ Performed out-of-specification and failure investigation and Implemented corrective actions against established critical control points (CCP) and ensured documentation of every step.
- ★ Ensured process control using Statistical Process Control tools.
- ★ Drove proper compliance to waste segregation and water efficiency which lead to efficiency in waste reduction and saved cost.
- ★ Ensured that personnel's personal hygiene is of high level and the work environment is always cleared and tidy. 5S sustained always.
- ★ Calibrated and maintained Laboratory equipments.
- ★ Maintained and controlled consumable stock levels as well as ensured that the First-In-First-Out (FIFO) is applied at all time.
- ★ Generated reports based on daily, weekly and monthly activities in the microbiological laboratory.
- ★ Carried out documentations of all testing procedures, including data capture forms, equipment logbooks and inventory forms using the Microsoft office.

- ★ Ensured that Swab test before and after Cleaning-in-Place (CIP) and additional cleaning procedures were followed accordingly on process machines, process equipments, work surfaces, process vessels and made sure to follow up with respect to microbial analysis of the samples.

➤ **NYSC service year (Discharge Certificate)**

- Organization: Amaenyi Girl's Secondary School, Awka. [May 2017 - April 2018]

DEPARTMENT: Chemistry

Position: Corps Member (Chemistry Teacher)

Job responsibilities: Trained students on assigned curriculum, Maintained high level of discipline and morals among students, Developed students on other designated assignment etc.

➤ **CDS GROUP: PEER EDUCATORS TRAINERS.**

Responsibilities: Organized Outreaches, HIV pre-counseling and post-counseling, Performed peer education training in Secondary schools across rural and urban metropolis, lectures, etc.

➤ **INDUSTRIAL ATTACHMENT**

Organization: Echo's Hospital, Benin CITY. [September 2014 - Feb 2015]

Position: Laboratory Assistant (Trainee)

PROJECTS & RESEARCH WORK

- Seminar, "XANTHAN GUM", Presented to the Department of Microbiology, University of Benin.
- B.Sc, Thesis project on The "Effect of fungi on Bonga fish", Presented to the Department of Microbiology, University of Benin.

COURSES ATTENDED

- Peer Education Training on HIV/AIDS and Reproductive Health (Certificate from NYSC, CDS Group) [April 2018]

INTEREST & HOBBIES

- Researching & Reading
- Traveling and meeting people.