

# Chinaemerem Onyewuchi

-Email me on Indeed: <http://www.indeed.com/r/Chinaemerem-Onyewuchi/f7bc5500cface03e>

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

## Work Experience

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### **Sales Rep/Brand Promoter**

Hyatt Nigeria - Lagos, GU

July 2019 to July 2019

2019

- Meeting daily targets and submitting sales reports;
- Network with relevant stakeholders;
- Searched for new business opportunities;
- Delivered customer services in a courteous manner;
- Planned and scheduled visits to point of sales to promote products and services.
- Communicated customer orders and requirements to customer service and care department.
- Ensured delivery of products to customers in a timely manner.
- Assisted sales and service manager in preparing and verifying invoices, products and merchandise.
- Implemented best practices in sales and service activities.

### **Receptionist**

NYSC - Ministry Of Agriculture - Lagos, GU

August 2018 to August 2018

- Greeted and welcomed guests as soon as they arrive at the office;
- Directed visitors to the appropriate person and office
- Answered, screened and forwarded incoming phone calls;
- Ensured reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures);
- Provided basic and accurate information in-person and via phone/email;
- Received, sorted and distributed daily mail/deliveries;
- Maintained office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges);
- Performed other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

### **Trainee Engineer**

Ebony Agro Industries Limited, Ikwo - Ebonyi State.

August 2018 to August 2018

- Designed, built, analyzed, and troubleshoot electrical components, sub-assemblies and products
- Modeled and documented design elements for engineering solutions
- Created test environments for products, conducted the tests and documented results
- Reviewed product standards and updating as required
- Worked on manufacturing floor to solve design related issues
- Performed other duties as assigned.

**Till Sales Promoter**

January, Smooth and Fast limited - Lagos, GU  
date

Listening to what customers want and helping them find the perfect product for their needs;  
Setup attractive product displays and promotional booths;  
Delivered presentations and demonstrations to customers and other stakeholders;  
Engaged in meaningful interactions and built good relationships with customers;

**Industrial Attachment Trainee**

Wilton Services Nigeria Limited - Rivers, NM  
2016

Remediation of oil spills  
Evacuation process of spilled oil  
Arc Weilding  
General office duties

## Education

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**B. Eng. in Agricultural and Bio-resources Engineering**

Michael Opara University of Agriculture  
2018

**School Certificate**

Secondary Commercial School, Achara, Obowo, Imo State  
2011

## Skills

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- Proficiency in the use of Microsoft Office, Excel, PowerPoint, Access (Database) and the Internet.  
Average knowledge of R and Python.  
Highly analytical with a knack for analysis, math and statistics.  
Enviably communication skills and analytical mindset with problem-solving orientation.  
Good team player and project management skills.  
Ability to solve problems and alleviate conflicts.  
Ability to multitask, manage time, and prioritize