

Iheoma B. Nnuforole

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SUMMARY

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A budding creative and development enthusiast passionate about learning new things while deriving a sense of fulfilment from surmounting challenges in work space for the continuing growth of the organization where I find myself.

DEGREE/CERTIFICATES

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| 2020 | Certificate of Graduate Fellowship in Development Research
Institute for Development Research, Durban, |
| 2020 | Certificate of Completion, Management Strategies for People and Resources
Young African Leaders Initiatives (YALI) |
| 2020 | Certificate of Completion, Workforce Collaboration and Development
Young African Leaders Initiatives (YALI) |
| 2020 | Certificate of Completion, Strategies for Personal Growth and Development
Young African Leaders Initiatives (YALI) |
| 2018 | BSc. (Edu.), Mathematics, Second Class Honours (Upper Division)
University of Nigeria, Nsukka, Nigeria |
| 2012 | West African Senior School Certificate
Ovom Girls High School, Aba, Abia State, Nigeria |

EXPERIENCE/WORK HISTORY

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| 2019 - 2020 | Jolar Schools, Lagos (Place of Primary Assignment for National Youth Service (NYSC)
Position: Mathematics Teacher
Responsibilities: <ul style="list-style-type: none">▪ Prepared and implemented lesson plans covering required course topics. |
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- Assessed student comprehension through regular quizzes, tests and assignments
- Assessed submitted class assignment, determined grades and reviewed work with struggling students to boost success chances.
- Diversified teaching techniques and learning tools to help students with differing ability levels and varied learning modalities.
- Organized several teams within the class to produce

2012-2013 **Nicole's Collections, Umuahia**

Position: Front Desk Executive/Secretary

Responsibilities:

- Sorted, opened and routed incoming correspondence and deliveries to help senior executives respond to business and clients' needs
- Communicated with clients and customers via phone and email to confirm deliveries and respond to inquiries
- Maintained office supplies and inventory by checking stock and ordering new supplies when necessary

SKILLS/PERSONAL QUALITIES

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- Excellent oral and written communication
- Effective team player
- Ability to work with little or no supervision
- Ability to manage people and resources
- Result oriented
- Project Management skills.
- Analytical and problem-solving skills
- Proficient with Microsoft Word, Excel and PowerPoint

INTERESTS

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Reading

Cooking

Swimming

REFEREES

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- Available on request