

UGWU ROSEMARY JANE CHINENYE

Address: 5 Ezedioka Close, Abakpa Nike (Enugu-East), Enugu State.

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OBJECTIVE:

Dedicated and skilled professional with experience in administrative roles, seeking employment to contribute expertise in organizational management, communication, and problem-solving.

PERSONAL INFORMATION:

- Date of Birth: 17th July 1991
- State of Origin: Enugu
- Nationality: Nigerian
- Marital Status: Single
- Sex: Female
- Language: English

WORK EXPERIENCE:

Godfrey Okoye University and its Group of Institutions (2017-Present):

✓Bookshop Assistant:

- Overseeing sales of inventory in the school bookshop.
- Coordinating payments by cash and electronic transfers.
- Addressing student needs for reading/writing materials and daily provisions.
- Invoicing and maintaining payment records.

✓Receptionist:

- Addressing student needs for reading/writing materials
- Facilitating communication between management and parents.
- Managing purchases and liaising with suppliers.
- Managing the admission process for new entrants.
- Handling feedback, concerns, and complaints, ensuring proper resolution.
- Collaborating with management to develop a new prospectus.
- Distributing students' holiday performance programs.
- Handling high volumes of inbound and outbound calls.
- Managing outbound advertisements.

✓Classroom Teacher (Chemistry and Basic Science):

- Received 85% positive feedback from parents of tutoring students.
- Implemented a series of activities-based learning programs, which resulted in an 80% increase in student interest in regular lessons.
- Used tests, quizzes, and other assignments to gauge students' learning and increased performance by 30% better on standardized tests than the school average.
- Enforced rules of behavior to drive social development and maintain positive interactions.
- Reinvented the lesson planning module by incorporating practicals.

✓Community Secondary School, Ejure, Ofante, Kogi State.

NYSC Classroom Teacher for ;

- Biology
- Chemistry and
- Physics.

KEY SKILLS:

- Proficient in administrative, PA, and secretarial roles.
- Skilled in using personal computers and Microsoft Office suite.
- Proficiency in MS Word, MS Excel, PowerPoint, and Internet.
- Strong communication skills, both written and verbal.
- Industrial training in Proximate analysis, Water analysis, and Bio-ethanol extraction.

CERTIFICATION:

- 2022: Advanced Digital Appreciation Programme for Tertiary Institutions.
- 2016: Certificate of National Youth Service Corps (NYSC)
- Six months: Industrial training in Material and Energy Development (MET) Department, PRODA.
- 2017: Certificate of Merit/Proficiency on Modern Techniques of Agricultural Investment/Entrepreneurship training and skill acquisition.
- 2011: Diploma Certificate in Ms-windows, Ms-excel, Ms-word, Ms-access, PowerPoint, CorelDraw, and Internet.
- 2008: Certificate of Participation: Young Catholic Students of Nigeria.

EDUCATION:

- Bachelor of Science(B.Sc)in Education (2021): Enugu State University of Science and Technology (ESUT).
- Bachelor of Science(B.Sc) in Applied Biochemistry (2014): Enugu State University of Science and Technology (ESUT).
- Senior School Certificate (SSCE) 2006: Isiuzo Secondary School, Ikem, Neke.

PROFESSIONAL AFFILIATION:

- In view: Institute of Chartered Accountants of Nigeria (ACA).
- 2022:TeachersRegistrationCouncilofNigeria(TRCN).

REFERENCES:

Available on request...