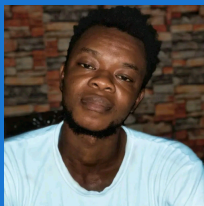


CHIBUEZE JOSEPH



Contact

@ Benzee1000@gmail.com
08037904787
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Skills

Design Expertise: Visual Design Principles: 40%
A strong foundation in design principles like composition, color theory, typography, and user interface (UI) design to create aesthetically pleasing and user-friendly websites. Graphic Design: Proficiency in using design software like Adobe Photoshop, Illustrator, and InDesign to create high-quality graphics, illustrations, and layouts for web interfaces. Web Design Trends: Up-to-date knowledge of current web design trends and best practices to ensure your designs are modern, functional, and engaging. Responsive Design: Expertise in creating responsive websites that adapt seamlessly to different screen sizes and devices (desktop, tablet, mobile). Accessibility: Understanding and implementing WCAG (Web Content Accessibility Guidelines) to ensure your websites are accessible to users with disabilities.



Technical Skills: HTML & CSS: A solid 40%
understanding of HTML for website structure and CSS for styling and layout. Familiarity with preprocessors like SASS or LESS can be a plus. Content Management Systems (CMS): Experience with popular CMS platforms like WordPress, Wix, or Squarespace allows for easier client management and content updates. Web Design Software: Proficiency in industry-standard web design software like Figma, Sketch, or Adobe XD to create mockups, prototypes, and user flows.



Communication & Collaboration: Excellent 80%
communication skills to clearly convey

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Zadera Hotel May 2022 -
Administrative Assistant January 2023

I thrived as a Hotel Administrative Assistant, wearing many hats to ensure the efficient and seamless daily function of the hotel. My meticulous organization, exceptional communication skills, and unwavering dedication to guest satisfaction were instrumental in exceeding guest expectations and streamlining departmental processes.

Key Achievements:

Streamlined Guest Experience: Supported the front desk by providing exceptional guest service, including reservation management, check-in/out procedures, and resolving guest inquiries with a positive and professional demeanor. This resulted in consistently high guest satisfaction ratings.

Enhanced Communication & Collaboration: Adeptly managed department calendars, scheduled appointments, and maintained clear communication channels between internal and external stakeholders, fostering a collaborative work environment.

Boosted Efficiency & Accuracy: Maintained accurate hotel databases, generated insightful reports, and prepared compelling presentations, empowering informed decision-making. Additionally, my meticulous attention to detail ensured the accuracy of all administrative tasks.

Project Management Expertise: Spearheaded the organization of departmental meetings, taking detailed minutes, and providing logistical support for project execution, ensuring timely completion and achieving project goals.

Hotel Operations Champion: Developed a comprehensive understanding of hotel amenities, services, and procedures, allowing me to effectively answer guest and staff inquiries, contributing to a positive and informed hotel experience.

EDUCATION

Federal Polytechnic Nekede 2022
Business Administration and Management

design ideas to clients, developers, and other stakeholders. Collaboration is key for a successful web design process.

Problem-Solving & Critical Thinking: The ability to identify and solve design challenges, ensuring websites meet user needs and project goals.

Time Management & Organization: Strong organizational skills to manage multiple projects, meet deadlines, and prioritize tasks effectively.

Adaptability & Learning Agility: The web design landscape is constantly evolving, so a willingness to learn and adapt to new technologies and trends is crucial.

