



MARVELLOUS EDIAGBONYA

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PROFESSIONAL BACKGROUND

A tech-savvy and results-driven individual with hands-on experience in computer operations, digital services, and creative design. Skilled in document processing, internet research, Microsoft office tools, printing services, website development and basic graphic design. Adept at teaching computer fundamentals, solving technical issues, and providing reliable support in office and digital environments. Known for strong communication skills, attention to detail, and a commitment to delivering quality work across various tasks.

Intern, PureTech Computer Training School & Cyber Café

📍 PureTech Computer Training School, Maitama II, Abuja | February 2024 – June 12 2024

Key responsibilities:

- ✓ Assisted customers with document processing, editing, printing, laminating, spiral binding, and scanning.
- ✓ Provided basic graphic design support based on customer's needs.
- ✓ Handled customer service, ensuring smooth communication and assistance.
- ✓ Applied Microsoft Office tools, including Word, PowerPoint and Excel, for various tasks.
- ✓ Performed basic troubleshooting of computers and office equipment.
- ✓ Supported computer-training sessions, by helping students understand essential digital skills.
- ✓ Maintained Inventory and handled Record Keeping.
- ✓ Learned and applied the Marketing and sales techniques for stationaries and office-related goods and services.
- ✓ Operated office equipment's such as scanners, photocopiers, laminators, and binding machines etc. to meet customers' needs.
- ✓ Assist customers with Internet – related services.
- ✓ Captured passport photographs for customers.

Farm Manager (Family-Owned Catfish Farm)

📍 Egbe's Fish-Pond, Benin City, Edo State | Feb 2021 – Oct 2023

Key responsibilities:

- ✓ Managed daily operations, including procurement, feed supply, and fish growth monitoring.
- ✓ Applied hatching techniques and ensured proper nurturing for high survival rates
- ✓ Maintained water quality standards and ensured the cleanliness of ponds.
- ✓ Oversaw fuel purchase and generator maintenance for water pumps.
- ✓ Conducted size sorting and market preparation, ensuring smooth transactions with buyers.

EDUCATION

BSC. International Relations. (IN-VIEW)

National Open University, Dutse, Abuja, Nigeria.

Relevant Course Work:

Diplomacy, Negotiation, Political Economy, Computer Fundamentals, International Law, Human Right, Negotiation, Cross-cultural relations, Conflict Resolution, Power, International Politics, and Globalization.

West African Examination Council (2017)

Genius Group of School, Benin City, Edo State.

Primary School Leaving Certificate (2011)

Sought-Out Academy, Benin City, Edo State.

Nursery School Leaving Certificate (2006)

Bright Foundation Group of School, Benin City, Edo State.

ABILITIES

- ✓ Strong Organizational Skills.
- ✓ Good Hygiene and Orderliness.
- ✓ Integrity and Honesty.
- ✓ Teamwork and collaboration.
- ✓ Interpersonal Skills.
- ✓ Empathy and Patience.
- ✓ Fast Learner.
- ✓ Record keeping.
- ✓ Teaching.
- ✓ Willingness to learn and apply Knowledge.
- ✓ Problem Solving.

INTERNSHIPS AND PROJECTS

PureTech Computer Training School

Web Developer Trainee. August 2024 – December 2024

- ✓ Acquired foundational Front-End development skills, (HTML, CSS, JavaScript, and responsive web design principles).
 - ✓ Designed and built websites from scratch, focusing on creating user-friendly interfaces and applying unique styling techniques to enhance user experience.
 - ✓ Gained hands-on experience with essential web development tools, including Git and GitHub for version control, Chrome Developer Tools for debugging, and techniques for page optimization.
 - ✓ Collaborated as part of a front-end developer team on MetaMagnetAi project, contributing to the development and implementation of innovative web solutions.
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School Computer Science Project

- ✓ As part of a Practical Project Team, I Built 3 software apps with Visual Basic 6 programming Language
- ✓ Led the development of three applications from scratch using Visual Basic 6, handling all aspects of writing programs, testing, and deployment.
- ✓ Conducted thorough testing to ensure the functionality and performance of the applications.
- ✓ Collaborated closely with the group leader to ensure consistent communication, coordination, and alignment with project goals and timely deliverables.
- ✓ Gained hands-on experience in project management, teamwork, and collaboration, and troubleshooting.

CORE COMPETENCIES

- ✓ Foundational Web Development skills (HTML, CSS, JAVASCRIPT), and Responsive web design principles.
- ✓ Strong customer service and interpersonal communication skills.
- ✓ Skilled in basic computer troubleshooting and office equipment operations.
- ✓ Experience in teaching and supporting digital literacy for students, individuals, and beginners.
- ✓ Knowledge of graphic design tools and visual content creation.
- ✓ Proficient in Microsoft Office Tools and digital documents handling.
- ✓ Internet services support, including browsing, emailing, and online forms.
- ✓ Artificial Intelligence use.
- ✓ Basic skills in Social Media Management and running Ads.
- ✓ Record keeping, inventory control, and basic sales operations.
- ✓ Cat Fish Farming, Hatching, and Pond Management.

PERSONAL INTEREST

- ✓ God
 - ✓ Travelling.
 - ✓ Farming.
 - ✓ Physio/Exercises.
 - ✓ Self-development.
 - ✓ Life-long learning and Reading.
 - ✓ Promoting cross-cultural understanding and diplomacy.
 - ✓ ICT and Artificial Intelligence.
 - ✓ Human rights and Law.
 - ✓ International Affairs.
 - ✓ Healthy Living.
 - ✓ Financial Intelligence and Wealth creation.
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CERTIFICATION

- ✓ [freecodecamp.org-responsive-web-design-certification](https://freecodecamp.org/responsive-web-design-certification)

REFERENCES

Dr. Chukwuemeka Joshua (Ph.D.)
Educational Technologist | IT/ICT Expert
☎ **08135889919.**

LANGUAGE

- ✓ ENGLISH LANGUAGE
- ✓ GERMAN (BASIC)