
Jessica Iwuala

Digital & Creative Executive Assistant

Lagos State, Nigeria.

(234) 810-2363-395

Mail : jessymara4189@gmail.com

Instagram : [linkedin.com/in/iwuala-jessica-65a4b3271/](https://www.linkedin.com/in/iwuala-jessica-65a4b3271/)

Twitter : [x.com/Jaymharah01](https://twitter.com/Jaymharah01)

PROFILE

With a background in microbiology, entrepreneurship, and event management, I bring creative problem-solving, and strong interpersonal skills. I'm excited to transition into tech, combining my passion for learning new technologies with my diverse skill set. My varied experiences enable me to tackle technical challenges with a fresh, innovative perspective.

EXPERIENCE

Novena Diagnostic Centre, Lagos -*Lab Technician*

December 2022 – May 2023

- Conducted various laboratory tests, ensuring accuracy and adherence to protocols.
- Demonstrated proficiency in handling laboratory equipment and analyzing test results.
- Ensured that the environment was conducive and ready for seamless operations on a daily basis.

Futureholds Foundation, Awka - *Protocol Manager (Volunteer)*

January 2015 – February 2023

- Registered guests and managed their information and welfare at events, ensuring a seamless experience for attendees.
- Demonstrated strong organizational skills and attention to detail in coordinating event logistics.
- Assisted in planning and executing awareness campaigns for social impact initiatives.
- Coordinated logistics, venue setup, and scheduling to optimize event flow.
- Led a volunteer team in organizing community outreach programs, fostering engagement.
- Collaborated with stakeholders to enhance the visibility of foundation activities.

Oriflame, Lagos- *Marketing and Sales Representative*

January 2023 – February 2024

- Sold Oriflame products, achieving sales targets through effective product knowledge and customer engagement.
- Organized conferences and seminars to promote products and train new sales representatives.

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- Trained new salespeople on mastering product knowledge, using their accounts, and implementing effective sales techniques.
 - Provided personalized skincare consultations, helping customers identify their skin type and recommending the right products.
 - Built customer relationships by ensuring satisfaction and addressing any concerns promptly.

CERTIFICATIONS

- Career Essentials in Software Development by Microsoft and LinkedIn
- Programming Foundations: Fundamentals by LinkedIn Learning
- Programming Foundations: Beyond the Fundamentals by LinkedIn Learning
- Introduction to Career Skills in Software Development

EDUCATION

Nnamdi Azikiwe University Awka, Awka, Anambra State - *Bachelor of Science.*

December 2019 – January 2024

Applied Microbiology and Brewing

SKILLS

- Communication
- HTML, CSS, and JavaScript; currently learning Python.
- Content Creation & Social Media Management
- Event Planning & Coordination
- Time Management
- Experienced in AI prompting and implementing innovative solutions.
- Strong people management and communication skills, demonstrated through leadership roles and entrepreneurial ventures.
- Collaborative mindset
- Flexibility and Adaptability
- Resilient and committed to seeing projects through to completion.

ADDITIONAL INFORMATION

- **Fashion Designer:** Experienced in creating unique and trendsetting designs, showcasing creativity and attention to aesthetics.
- **Flexible and adaptive learner:** Demonstrated ability to quickly grasp new concepts and technologies, contributing to a dynamic and collaborative work environment.
- **Creative Exploration:** Enjoys designing, conceptualizing, and bringing ideas to life.

HOBBIES

- Creative Exploration
- Content creation
- Reading
- Designing
- Fashion