

Precious Akpainyang

Calabar Nigeria
+2349057467218 precioussaviour19@gmail.com

LINKS

- <https://pubs.acs.org/doi/abs/10.1021/acsaem.3c00587>

PROFESSIONAL SUMMARY

Results-oriented writing professional with experience preparing concise and accurate technical documents, email copies and marketing scripts. Expert at delivering high-quality work within tight deadlines. Talented individual collaborates with cross-functional teams for accuracy and clarity of technical content. Proficient with tools like Ms Word, Google Docs, Grammarly, Quillbot etc.

SKILLS

- Instruction writing
- E-mail Copywriting expert
- InDesign
- Microsoft Publisher
- Technical research
- English and French fluency
- Editing
- Data Entry
- Teamwork and Collaboration
- Google Workspace
- G-Suite
- Teambuilding
- Self-Motivated
- Organization and Time Management
- Creative Cloud

WORK HISTORY

RESEARCH WRITER | 04/2023 to Current
PHAi Writers - Calabar

- Carefully documented technical workflows in private wiki for education of newly hired employees.
- Followed company policies and editorial guidelines to craft thorough, well-written content.
- Proved successful working within tight deadlines and a fast-paced environment.
- Organized material to research and complete writing tasks.
- Edited and proofread technical documents for accuracy and consistency.
- Self-motivated, with a strong sense of personal responsibility.
- Proofread copy written by colleagues to correct spelling, punctuation, and grammar.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.
- Cultivated interpersonal skills by building positive relationships with others.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Paid attention to detail while completing assignments.

EDUCATION

University of Calabar - Cross River, Nigeria | Bachelor of Science
Applied Chemistry, 02/2023