

# Princess Jennifer Onyeka, Okoye

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**Gender:** Female    **Email:** [jenny.phina12@gmail.com](mailto:jenny.phina12@gmail.com)

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## CAREER OBJECTIVE

Result oriented, resilient and willing to bring my technical know-how to bear and capable of working with little supervision. Ability to cultivate key client relationships for multiple tasks in diverse industry. Reliable, resourceful and energetic customer service professional with over four (4) years of experience resolving customer complaints and promoting conflict resolution.

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## AREAS OF STRENGTH

- Negotiation Skills
  - Client Management
  - Business Development
  - Team Spirit
  - Proficiency in Microsoft Office Packages
  - Analysis
  - Customer Relationship
  - Problem Solving
  - Communication & Interpersonal Skill
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## PROFESSIONAL EXPERIENCE

### Renten Idea Limited, Lagos State

#### Manager Sales

Dec., 2019 – Present

- Supervised the preparation and distribution of materials.
- Developed and implemented policies and procedures for overall public relations effort in co-operation with sales and customer service term.
- Quickly and efficiently open customer accounts by accurate recording of information

### Nigerian Labour Congress, Enugu State

#### Office Assistant

Oct., 2018

- Performed numerous administrative tasks as necessary especially record keeping.
- Welcoming arriving visitors and providing necessary information to them.

### Tee Apparel Fashion House, Enugu State

#### Secretary

Feb. 2017

- Balance cash registry, reconciled daily transactions and monthly accounts.
- Scheduled appointments for client.
- Attended to visitors and communicated directly with client either by telephone or face to face.
- Completed and maintained visitors log as required.
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### Pioneer secondary school, Umuchu

Nov, 2015

#### English Teacher

- Plan and deliver lessons: Create engaging lesson plans that cater to different learning
- Focus on building students' language skills, including grammar, vocabulary, and pronunciation.
- Encourage students to read and write in English, and provide feedback on their progress.
- Evaluate students' language skills and provide constructive feedback to help them improve.

- Continuously update your knowledge and skills to provide the best possible education for your students.

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## EDUCATION

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- **Bachelor of Art (B.A), English Language and Literature.**  
Nnamdi Azikwe University, Awka, Anambra 2016 – 2019
- **(N.C.E), English Education.**  
Federal College of Education Technical, Umuze 2012 – 2015
- **(WASSCE)**  
SS John and Paul College, Suleja 2006 – 2013
- **(FSLC)**  
Hassan Dallatu Model Primary, Suleja 2000 – 2005

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## CERTIFICATION

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- Jobberman Soft Skills Training Certificate 2021
- Extract, Transform and Load Data in Power BI 2024

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## INTERESTS

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- Reading, Research and Writing

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## REFEREES

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Mr. Gabriel Nwakwudo  
C.E.O  
Dili Plus, Abuja.

Prince Odili  
C.E.O  
Renten Idea Limited, Lagos