**RUTH UCHENDU**

18, Betty Pride Way, Ajao Estate, Isolo, Lagos.

[**ruthuchendu@yahoo.com**](mailto:ruthuchendu@yahoo.com)

**+2348164499078**

SUMMARY: I am a highly organized individual with good literacy and computer skills. I seek to contribute to the achievement of organizational goals, targets, and development through efficient and effective service delivery. To enhance my knowledge, skills and productivity.

## **PERSONAL INFORMATION**

**Date of birth:** March 3rd, 1995.

**Place of birth:** Lagos State

**State of Origin:** Abia

**Local government:** Ohafia

**Nationality:** Nigerian

**Religion:** Christianity

# EDUCATIONAL BACKGROUND

**2013-2017** UNIVERSITY OF PORT HARCOURT, Rivers State.

**Bachelor of Science in Education (BSc, Ed)**

**(Educational Management and Economics)**

*Second Class Lower Division*

**2005-2011** Living Spring College, Lagos.

**Senior Secondary School**

Center Point Computer College, Lagos.

**Diploma in Desktop Publishing.**

**1999-2005** JoyLand Nursery and Primary School, Lagos

**First School Leaving Certificate (primary school)**

# WORK EXPERIENCE

**2018-2019 National Youth Service Corps, Kwara State**

* ***Ife-oluwa International Secondary School***

(Business studies/Home Economics Teacher)

* ***Independent National Electoral Committee***

Assistant Presiding Officer I

(Voters Verification & Authentication)

**2015-2017 *Believers’ Loveworld, University of Port Harcourt***

*East-West Road, Choba, Rivers State.*

**Administrative Assistant (Volunteer)**

* Maintaining office space and supplies
* Act as call center personnel
* Database Management
* Collating and filing expenses

**2012-2013 *Diane Wilcox Productions***

*2, Adagun-Odo Street, Ire-Akari Estate, Isolo, Lagos.*

**Personal Assistant**

* Managing Diaries and scheduling meetings
* Receiving and sending of mails and calls
* Maintaining Office space, supplies and equipments
* Collating and filing expenses

# SKILLS

* Record Keeping
* Microsoft Office
* Verbal and written Communication
* Organization

LANGUAGES SPOKEN: English, Igbo and Yoruba.

# REFFERENCES

Pastor Goke Adu

08034754754

Dr. Boma Tolofari

07063976848