

SHARON CHUKWUEMEKA

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PROFESSIONAL SUMMARY

Enthusiastic college student working towards attaining a degree. Experience across business communication channels including social media, email blasts and public relations. Quick-learner with positive attitude ready to make immediate impact. Prepared to contribute to organizational success while developing new skills and gaining real-world experience. Highly organized, responsible and well-versed. Positively impacts operations with top-notch communication and critical thinking skills.

KEY SKILLS

- Excellent communication and interpersonal skills
- Social media savvy
- English language fluency
- Problem solving abilities
- Project support
- Secretarial and administrative proficiency
- Team collaboration

EDUCATION:

Bachelor of Science: Food Science	2016 - Current
University of Ilorin, Ilorin, Kwara State	
Secondary School: Sciences	2014
Federal Government Girls College, Owerri, Imo State	

WORK EXPERIENCES

G-Tonia Foods – Industrial Training **06/2020 -12/2020**

Responsibilities:

- Determined quantity of product to be prepared for daily operations.
- Marketed company product.
- Efficiently handled food processing equipment.

First Virgo Aluminium Ltd - Receptionist

07/2018 -11/2018

Responsibilities:

- Collected, sorted and distributed and sent email
 - Answered telephone calls to field inquiries from clients, vendors and all other call seeking information.
 - Wrote professional business documents.
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OTHER RELEVANT INFORMATION

Technical Strengths:

Microsoft Office Suite (Word, Excel and PowerPoint).

Interests:

Traveling, Swimming, Video editing.