

Gift Emerald Onyi

Office Assistant

I'm a dedicated and adaptable individual with a strong work ethic and a genuine passion for growth. I thrive in team environments, communicate effectively, and approach every task with focus and enthusiasm. I'm always willing to learn, take initiative, and contribute meaningfully to the organizational growth.

✉ emeraldonyi970@gmail.com

☎ 09023878955

📍 Abuja, Nigeria

EDUCATION

Higher National Diploma in Computer Science

Kaduna polytechnic, Kaduna

07/2020 - 07/2023

Kaduna, CGPA of 2.98

Courses

- Computer Science

National Diploma in Computer Science

The Federal Polytechnic Bida

08/2015 - 09/2017

Bida, Niger state, CGPA of 2.860

WORK EXPERIENCE

Secretary

Sagax Legal Consult

07/2024 - 06/2025

Abuja, Nigeria

Law Firm

Achievements/Tasks

- Managed phone calls, email and other correspondence
- Scheduled and organized meetings and appointments
- Welcomed and directed visitors and clients
- Endured office supplies were stocked and organized
- Prepared documents, reports and letters as needed
- Supported team members with various administrative tasks
- Maintained physical and digital filing systems
- Took meeting minutes and shared summaries with staff

Contact : Mr Mayowa Adeoye - 08063486957

SKILLS

Active listening

Good communication

Time management

Teamwork

Problem solving

Confidentiality

Work Ethic

Basic Computer Skills

PERSONAL PROJECTS

EmeraldLuxe Collection (07/2023 - Present)

- Small business
- Incidence response in Cybersecurity

ORGANIZATIONS

EmeraldLuxe Collection (07/2023 - Present)

CERTIFICATES

National Youth Service Corps (06/2024 - 06/2025)

LANGUAGES

English

Full Professional Proficiency

Igbo

Full Professional Proficiency

Hausa

Full Professional Proficiency

INTERESTS

Content Creation

Online learning

Writing

Reading articles