

EUNICE OJOCHIDE ADAMS-IDAKWO

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SUMMARY

- Bachelor of Engineering, Information and Communication Technology (Second Class, Upper Division).
- Certified Virtual Assistant and Data Analyst (ALX Africa).
- Interned at the Nigerian Communications Commission (NCC), gaining foundational knowledge in Networking.
- Interned at Neo Cloud Technologies, where I developed skills in Web development.
- Assisted in managing daily classroom activities as a Kindergarten assistant teacher.
- Demonstrated strong leadership and organizational abilities as Secretary, Vice President and Assistant Course Representative of student organizations.
- Completed a Professional Foundations course (ALX Africa).

EDUCATION

Air Force Institute of Technology – Kaduna, Nigeria

April 2021 – September 2025

B.Eng, Information and Communication Technology

WORK EXPERIENCE

Data Analyst

November 2025 - Present

Project Based/ Training

- Performed end-to-end analysis on various datasets, identifying key trends and outliers to inform business decisions.
- Used SQL and Excel to clean and transform raw data, ensuring high data quality for analysis.
- Created interactive dashboards to communicate complex findings to non-technical stakeholders.

Virtual Assistant

March 2025 - Present

Remote

- Managing schedules, emails, and communications
- Organizing files and handling administrative tasks
- Assisting with data entry and record keeping
- Supporting project and task coordination
- Managing social media and content scheduling
- Conducting basic research and lead generation

Front End Web Development Intern,

May 2024 - October 2024

Neo Cloud Technologies – 1st Avenue, Gwarimpa, Abuja

- Learned web development (HTML ,CSS, basic JavaScript)
- Supported projects related to Web development and IT solutions.

IT Support Specialist,**November 2023 - January 2024****Nigerian Communications Commission (NCC) – Maitama, Abuja**

- Assisted in Network setup and maintenance tasks.
- Learned the basics of telecommunications infrastructure.

Assistant Nursery School Teacher**February 2021 - March 2021****Le Beni Academy – Kubwa, Abuja**

- Assisting in managing daily classroom activities and maintaining a positive learning environment.
- Supervised young children during lessons, playtime, and meal breaks, ensuring their safety and engagement.
- Organized learning materials and supported teachers in implementing educational activities.

VOLUNTEER ACTIVITIES**Secretary General, Senior Secondary School, September 2018 - December 2020**

- Managed documentation, meeting minutes, and correspondence for the student body.
- Coordinated school events and academic activities, ensuring smooth execution.
- Communicated effectively with students, teachers, and administrators to facilitate student engagement.

Secretary & Vice President, Junior Engineers and Technicians Club September 2017 - September 2020

- Led Technical discussions and hands-on workshops to engage students in engineering and technology projects.
- Organized club meetings, competitions, and outreach programs to promote STEM education.
- Managed club records, event planning, and coordination with Teachers.

Assistant Class Representative, University Level**April 2022- September 2025**

- Supporting academic coordination by assisting lecturers and students with communication and course-related updates.
- Organizing class activities, meetings, and discussions to ensure smooth information flow.
- Addressing student concerns and acting as a liaison between the class and faculty.

SKILLS**Administrative& VA**

- Scheduling & Email Management
- Project Coordination
- Lead Generation & Research

Data Analytics

- Data Cleaning (Excel & SQL)
- Data Visualisation
- Reporting and Insights

Technical & IT

- HTML, CSS & JavaScript
- Network Troubleshooting
- Telecom Infrastructure

CERTIFICATIONS



Data Analytics Professional Certification



Virtual Assistance Professional Certification



Professional Foundations Certification