

EUNICE OJOCHIDE ADAMS-IDAKWO

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Portfolio: <https://eunice-adams-idakwo.vercel.app/>

SUMMARY

- Pursuing a B.Eng in Information and Communication Technology (ICT), with hands-on experience in networking, web development, and virtual assistance.
- Interned at the Nigerian Communications Commission (NCC), gaining foundational knowledge in Networking.
- Interned at Neo Cloud Technologies, where I developed skills in Web development.
- Managing administrative tasks and strengthening communication skills through the ALX Africa Virtual Assistant program.
- Demonstrated strong leadership and organizational abilities as Secretary, Vice President and Assistant Course Representative of student organizations.
- Currently enrolled in a Professional Foundations course and aspiring to become a Data Analyst.

EDUCATION

Air Force Institute of Technology – Kaduna, Nigeria

April 2021 – October 2025

B.Eng, Information and Communication Technology

WORK EXPERIENCE

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) and networking fundamentals.
- 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 2019 - 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- Present**

- 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

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| <ul style="list-style-type: none">• Networking & IT Support:
Network setup, troubleshooting, telecom basics• Administrative & Virtual Assistance:
Scheduling, email management, data entry, and project coordination | <ul style="list-style-type: none">• Web Development:
HTML, CSS, JavaScript, digital content management• Communication & Teamwork:
Written/verbal communication, stakeholder engagement, and collaboration | <ul style="list-style-type: none">• Communication & Teamwork:
Written/verbal communication, stakeholder engagement, and collaboration• Adaptability & Problem-Solving:
Quick learning, workflow optimization, and research skills |
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