

EUNICE OJOCHIDE ADAMS-IDAKWO

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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.

EDUCATION

Air Force Institute of Technology – Kaduna, Nigeria
B.Eng, Information and Communication Technology

April 2021 – October 2025

WORK EXPERIENCE

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

September 2017 -

- 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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| • Web development: HTML, CSS , basic JavaScript | • Virtual Assistant & Administrative Support | • Leadership & Team Coordination |
| • Networking: Ethernet Cabling | • Strong Communication and Organizational Skills | |