

UDOH WILLIAM EDET

Writer, Content Editor & Digital Assistant

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WATCHWORD: CONFIDENTIALITY AND STRICT ADHERENCE TO RULES, INSTRUCTIONS AND INTEGRITY.

CAREER OBJECTIVE:

- **To use my VOICE and skills to help executives and high profile individuals and organizations to attain their goals, while building myself and sharpening existing skills.**

PEOPLE I HAVE WORKED WITH:

CHIEF DR INNOCENT CHUKWUMA, CON

PST JP NDUKWE

MR/MRS EBELE EZIMORAH

BARR M.N. UGBOMA, ESQ

– CHAIRMAN OF INNOSON GROUP

– SENIOR PASTOR, HOTR NNEWI

– RESPECTED BUSINESS PIONEERS

–CEO, ESTATE BUILDERS NIG. LTD

STRENGTH:

I am A Writer and a thought leader. I take notes about anything and recall them when needed, noting even the tiniest bit of details in my report; Present opportunities EXCELLENTLY and I represent Corporate Executives at meetings with visitors amidst the busy schedule they usually have.

Committed to using my voice to inspire workforce, staff, and management and teams towards attaining excellence in business, maximizing profit and satisfying clients.

Want to use the Media and Digital space to enhance corporate branding of high profile individuals as well as business' online presence, visibility and patronage of growing brands and companies.

Willing to relocate: Abroad if the job demands

DOB: 27TH March 1995

State of Origin: Akwa Ibom

WORK EXPERIENCE

COMPANY'S CONFIDENTIAL SECRETARY AT MIDWAY AUTO

Innoson Group of Companies, Nigeria.

NOVEMBER 2022- TILL DATE

- I have composed and written letters addressed and forwarded to the former President **Chief Olusegun Obasanjo, GCFR** on behalf of my Chairman, Innocent Chukwuma, CON.
- Worked as Administrative Staff
- Wrote Congratulatory messages that were sent unedited/unvetted to the Governors of Oyo, Niger and Kano States respectively, on behalf of **CHIEF DR INNOCENT CHUKWUMA, CON**, MD of INNOSON VEHICLES
- I wrote Condolence message to House of Representatives Member **Rt Hon Obinna Chidoka (Idemili North/south CONSTITUENCY, Anambra state)** when he buried his beloved mother in 2023.
- Reported directly to the General Manager , Nnamdi Onusogu and eventually wrote and signed his Retirement Letter when he left the company.
- Confidential Secretary to Chief DR innocent Chukwuma (CON), reporting to the CEO
- Ensured Registration, confirmation and Verification of PAAR documents with affiliated Banks
- Responsible for middle-man interactions with foreign clients in China, Korea and Canada
- Attended to confidential emails from foreign investors and foreign clients in Hong Kong
- Writing of Letters of Acceptance of AWARDED CONTRACTS to Tier 1 companies in Nigeria and internationally as well as government of various states in Nigeria.
- With the use and application of Artificial Intelligence, also called AI, I was able to develop STANDARD OPERATING PROCEDURE for my department and we went ahead to get the ISO 9001:2015 Certification in 2023 for INNOSON GROUP.

BUSINESS DEVELOPMENT CONSULTANT – HOPE SHORE SUPER MALL

Hope Shore Pick & Cook Mall, Oraifite (On Contract basis)

- I used Artificial Intelligence (AI) to develop business systems such as sales and customer service training programmes for the Staff in Sales and

Customer Service departments.

- Developed business plans and financial forecast and Standard Operating Procedure using A.I.

ICT SUPPORT STAFF AT WICHTECH INDUSTRIES LTD, ANAMBRA

Wichtech Industries Ltd, Anambra

AUGUST 2021 - 2022

- Worked as ICT Support Staff
- Ensured customer satisfaction by responding to messages online and addressing aggrieved customers.
- Social Media management (eg Facebook), SEO, and Onboarding on Google map
- Checking and Approval of Digital content before posting on GMB platform
- Data Entry and Storage on Company's Online drive to prevent data loss
- Company's Virtual Assistant, receiving and making cold calls
- Graphics designs using Phone and Laptop software such as Pixel Lab, Canva and Corel Draw
- Planned a sales event along with the management and hosted nearly a hundred prospects and marketer during the Wichtech product launch held on 3rd March 2022 with company Representatives from Headquarters in Lagos.
- Responsible for cross checking and verification of Paint stock numbering over 1000 buckets before they are delivered to clients; entry of these records into online directory and google drive or spreadsheets created by me.

RADIO SHOW HOST – AUTHORITY 91.9FM NNEWI, ANAMBRA

AUGUST 2023

I host the **PERSONAL DEVELOPMENT HALF HOUR** , a Radio show that caters for the personal development needs of elite individuals and listeners, on Authority 91.9 FM, Nnewi, which reaches over 1,000 radio listeners both on live radio and live streams on Social Media across the state.

PRESIDING OFFICER, INEC

Independent National Electoral Commission, Anambra state

November 2021

- Attended and completed all INEC designated training for election staff.
- Trained the APO1 and APO2 on their duties on site.
- Managed election materials worth millions of Naira and delivered them in

good condition the Electoral Office, EO, without indictment.

- Used the BVAS machine to administer votes, count the votes, record them and proceeded to produce the results that led to the emergence of **Gov. Charles Soludo** as Governor of Anambra state.
- Was subsequently recalled to Ihiala LGA to conduct another election because of the impeccable performance in the elections first conducted at Nnewi LGA both in Anambra state.

RADIO BROADCASTER AT OBS 52.5 FM

OBS 52.5 fm Radio, Umuawulu, Mbaukwu

JULY 2021

Envisioned, wrote and presented a radio show tagged **Business Showroom** where I interacted with Business owners to help them improve their business skills during my service year. Over 2000 corps members listened to my radio show at the time with keen interest.

VOLUNTEER AND ACTIVIST

The Boy Child Project, Port harcourt

JANUARY 2021 - JUNE 2021

- I helped the team to reach out to boy children all over the country to help them become better people, using digital and social media for publicity and enlightenment.
- Was on Ray Power 106.5 fm in Port Harcourt, Rivers state to represent The Boy Child on a programme tagged LEGAL ANGLE on Radio.

FREELANCE SOCIAL MEDIA MANAGER

July 2021 - 2022

- Worked as a Brand Manager for a renowned Radio Presenter in Anambra state and led a team of 3 to give him over 300% online followership from raving fans.
- Google Representative & DO DEEL President/ Vice President **DO DEEL CDS**
- Served as Vice President of DIGITAL ONBOARDERS CDS group where I taught more than 10 corps members how to digitize businesses in their places of service to improve their communities.
- Was part of the delegated team assigned to educate 2 Secondary schools on Internet safety.
- During my tenure as President of the CDS, I led over 20 members of

DODEEL CDS in Nnewi on a community sensitization tour to various SME businesses on how to digitize their businesses. Over 200 Approved businesses by Google have been recorded from this exercise.

- Trained over 10 corpsers who are now professional business onboarders and my zone , Nnewi, became #2 on the rating scoreboard, only after the State headquarters in Awka.
- I have sensitized over 100 businesses on Digital Literacy using both traditional and Social Media.

Partnered with MindThe_Gap Inc., a Lagos-based tech company to teach over 100 youths how to use Google Analytics & Research Tools from Google to gather data and make informed decisions in their host communities and solve problems using digital

VOLUNTEER, MEDIA AND PUBLICITY

NCCF, Peculiar Zone, Nnewi

January 2022- April 2022

- Designed Event flyers for the fellowship
- Executed various school adoption projects by applying Project Management Skills like leadership, effective communication, time management, negotiation where purchases were made, good sense of team management as well as critical thinking.
- Managed and taught over 20 youths Public Speaking Skills for FREE
- Served as a resource person, training fellowship' delegates on DIY skills like barbering (barbing) and went ahead to give them Business strategies on how to start your own barbershop.
- Video editing and Content writing for events promotion; using tools like Inshot Pro.
- Was instrumental to the emergence of 2 startups from the fellowship. I was able to help Two female NCCF members in various separate consulting sessions; and they both started their businesses under my watch- Jofa events and Living Waters Company.
- Joined the Media and technical team to achieve effective publicity through advertising, design and emceeing, during RURAL RUGGED community outreach at Mmiata Anam rural community in Anambra state. Over 20 people were impacted.
- Member of a delegation of 10 corps members carefully selected by the fellowship to educate over 100 students at FOUNTAIN OF LIFE SCHOOL, NNEWI on the subject of Secual Purity.

LEAD SALES REPRESENTATIVE (ELECTRONICS)

DeChoice Uyo Mall

January 2018- August 2018

- In charge of sales, marketing and consumer-satisfaction.
- Achieved sales worth over a million naira via effective marketing
- Was brand representative for over 5 electronics brands at the time, including popular brands like LG television, Scanfrost Steam Iron, Bruhm Air conditioners and Midea table refrigerators. Their products were selling like pure water.

TRAININGS ATTENDED:

Participant, ALX Virtual Assistant Training Programme for Executive Assistants by ALX Africa

GOOGLE Digital Skills – by Google Inc.

SKILLS

Writing and Note taking	95%	Planning and Execution	85%
Typing	90%	Leadership	80%
Customer Satisfaction	90%	Zoom set up	80%
Cold Calling	90%	Content Creation	79%
Presentation skills	90%	Graphic Designer	70%
Google Meet set up	90%	Record & Stock Taking	60%
GMB from Google	89%		
Problem Solving Skills	89%		

EDUCATION

University of Uyo, Uyo, Nigeria — *B.Eng*

2013-2018

Bachelor of Engineering: Computer Engineering

NEPA Staff Secondary School — O'Level
2010-2013
West African Secondary School Certificate

CERTIFICATIONS/AWARDS

- Scored 83% in Google Analytics Exam by Google- June 2022
- Achieved 90% Distinction in Google Digital Marketing Exam/ Certificate of Achievement- Google, 2022
- Completion of Upgraded Digital/ Computer Skills in Modern ICT tools- SCC Ibadan, 2022
- Certificate of Participation in Digital Storytelling Business Summit by Netizen Digital
- Certificate of Proficiency in Graphics Design, CADDISOFT Tech Academy Ltd, Uyo
- Certificate in Computer Hardware/Software Training from Andybest Computer Technologies, Portharcourt.

GROUPS BELONGED TO

- Nigerian Society of Engineers, NSE, Nnewi branch

PAST PROJECTS

- Win The Future — *Building a tribe of Successful Entrepreneurs*
www.winthefutureng.com.

- School Adoption and Sensitization: a Secondary school project that enlightened over 100 students on Internet Safety and Security.
- Operation Consolidate 30: a business development project to put thirty (30) businesses on the Google map FREE OF CHARGE.

LANGUAGES SPOKEN

English- Expert

Ibibio -Fluent

Efik- Fluent

French- Beginner

Igbo- Beginner

MY WEAKNESSES

- Multi-tasking
- Ability to listen
- Tolerates non.sense
- Too Loyal once committed

HOBBIES

- Writing and Speaking
- Reading
- Teaching
- Traveling

REFEREES

Prince Afam Ofoeme

Presenter, Business In 60"

Authority FM, Nnewi

Phone: 0708 943 8344

Pst. J. P. Ndukwe

Lead Pastor, HOTR, Nnewi

Phone: 0803 668 4466

Mr Augustine Edet U.

Msc Public Health

Project Manager at Brokline Foundation , Ikot Ekpene

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OKEY MADUKA

Lecturer, Nnamdi Azikiwe University, Awka

Anambra State

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