






UGWU

IFEOMA CAROLINE

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OBJECTIVE

- To work in an establishment where my administrative, organizational, and educational skill will be maximally utilized as well as facing new challenges in my career development.
- To put into practice my acquired knowledge and work with good team in other to achieve organizational goals.
- To pursue a career in a dynamic, challenging, conducive and stable organizational growth and to allow for personal growth, acquiring top bright initiatives and resourcefulness.



SKILLS & ABILITIES

- A strong team player with excellent motivational and fast learning skills.
- Good oral and interpersonal communication skills and the ability to work effectively in a wider range of cultural background.
- Self-motivational and target oriented, initiative and implements new ways of thinking and working.
- Good conflict management skills facilitating problem resolution while maintaining working relationship.



EDUCATION

BACHELOR OF SCIENCE IN BIOLOGICAL SCIENCE|
FEDERAL UNIVERSITY, OTUEKE, BAYELSA STATE
2016 – 2021
SECOND CLASS LOWER

WEST AFRICA SENIOR SCHOOL CERTIFICATE EXAMINATION | (WASSCE)
GOVERNMENT SECONDARY SCHOOL, EZEAGU, ENUGU STATE
2008 – 2013

NATIONAL YOUTH SERVICE CORPS (NYSC)
JUNE 2022 – MAY 2023



WORK EXPERIENCES

LABORATORY ATTENDANT |

FEDERAL MINISTRY OF HEALTH SECRETARIAT, BAYELSA STATE

March 2019 – July 2020

- Prepare samples/specimens and Perform laboratory tests.
- Perform daily quality control checks and Prepare reports with reliable data.
- Interpret results based on findings using latest methodologies and best practices.
- Adhere to correct procedures and policies.

FRONT DESK OFFICER |

FEDERAL MINISTRY OF HEALTH SECRETARIAT, BAYELSA STATE

July 2019 – March 2019

- Answer all client questions and incoming calls, redirects phone calls to the appropriate department and take down messages.
- Accept all letters and packages and distribute them to their appropriate departments.
- Monitor, organize and forward emails.
- Track and order office equipment and supplies, Maintain records and files.
- Oversee the office budget.

ACCOUNT OFFICER |

KINGS KIDS INTERNATIONAL SCHOOL, NGWO, ENUGU STATE

March 2015 – July 2016

- I was responsible for managing school finance, strictly following academic financial handbook.
- I oversaw directing payroll, and pension-related tasks.
- I also assisted headteachers, directors, and senior leadership teams in controlling the budget planning and financial control and procedures including the development of resource plans.

SALES REPRESENTATIVE |

KINGS KIDS INTERNATIONAL SCHOOL STORES, NGWO, ENUGU STATE

March 2012 – July 2013

- Execution of marketing strategies and selling company products.
- Participation in the development and execution of marketing plans and programs.

- Conducting market surveys on current and new product concepts.
- Preparing marketing activity reports.
- Carrying out marketing, advertising, and promotional activities.



REFERENCES

My references will be made available On Request.