

PEACE FRIDAY OFEM

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SUMMARY

- Energetic self-starter, proactive, teachable and great at customer service, human resource management, time management, project management and IT.
- Excels in providing exceptional service to clients; especially skilled with handling challenging customers.
- Great at tech tools like google workspace, Zoom and Microsoft suite.
- Completed a bachelor's degree in Microbiology, University of Calabar, Nigeria.
- Date of Birth - 21st August, 1999
- Address - Orok Effiom, Atimbo by Africana Filling station, Calabar.

EDUCATION

National Youth Service Corps Port-Harcourt, Rivers State	Oct 2021 – Oct 2022
University of Calabar, Calabar, Nigeria BSc, Microbiology	Jan 2016 - Jan 2021
Community Secondary School, Ugep Secondary School Certificate Examination	Sept 2008 - Jun 2014
Aunty Iquo Effanga School, Calabar First School Leaving Certificate	Sept 2002 - Aug 2008

WORK EXPERIENCE

Contract Project assistant and secretary Nigerian Institute of Management (NIM) Cross River State Branch	Jul 2023- Jul 2023
<ul style="list-style-type: none">• Assist in the South-South Nigerian Institute of Management Conference 2023, attend to guests, research, type and print documents related to the project.	
Remote Social Media Manager and Admin Tolu Canadian Immigration, Vancouver, BC, Canada	Mar 2023 - Present
<ul style="list-style-type: none">• Create and post daily content on the agency's socials, manage emails, communicate with clients or leads via emails, socials and website, make and post weekly videos, write and publish weekly blogs on agency's website.	
Personal Assistant to HR and Facility manager Diplomats International School, Port-Harcourt, Nigeria	Dec 2021 - Dec 2022
<ul style="list-style-type: none">• Typing and printing, research, making notes, proper documentation and filing.	

CERTIFICATIONS

Upskillist: Data Analysis	Feb 2023
ALX Africa: Virtual Assistant	Sept 2022
Saylor Academy: Human Resource Management	Jul 2022
Saylor Academy: Customer Service	Jul 2022
Skills Hub: Graphic design	Apr 2021

VOLUNTEER ACTIVITIES

Transcriptionist

Apr 2023 - Jun 2023

- Transcribe a 3-day virtual conference, a 5hour long audio to an eBook.

Coordinator, Virtual Girl child campaign

Jul 2021 - Aug 2021

- Actively coordinating with a team of 7 executives to raise awareness on the girl child challenges in the society. Held virtually with over 250 participants within and outside Nigeria.

Co-coordinator, SkillsDEN

Jun 2020 - Aug 2020

- Enabling about one hundred young people to acquire entrepreneurial skills in an intensive one month physical training.

SKILLS

Effective communication skills, Project management, human resource management, time management, calendar management, customer service, effective in google workspace, Microsoft 365, Wix, outlook, and Microsoft suit.

HOBBIES

Research, watching live football, plays or dance, singing

REFEREES

Engr. Ibiang Omini

Air Traffic Controller

Margaret Ekpo Airport, Calabar

08032738288

Prince Kester Hubert

Head of School

Diplomats International School, Port-Harcourt

07030868738