

# Miracle Chinwendu Amadi

Virtual Assistant | HR Generalist | Administrative Officer | English Tutor | On-Air Personality

## Contact Information

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**Professional Summary** Versatile and goal-oriented professional with over 3 years of experience spanning education, virtual assistance, and administrative roles. Proficient in managing projects, streamlining operations, and leveraging modern tools such as Microsoft Office, Google Workspace, and project management platforms to improve efficiency. Known for exceptional organizational skills, data analysis proficiency, and a strong ability to foster relationships with stakeholders. Experienced in creating customized solutions, including budget sheets and reports, to meet client needs. Dedicated to delivering impactful results in fast-paced environments.

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## Key Competencies

- Proficiency in Microsoft Office Suite and Google Workspace
  - Project Management and Coordination
  - Schedule and Email Management
  - Data Entry
  - Administrative and Teaching Support
  - Curriculum Development and Lesson Planning
  - Report Creation and Presentation
  - Communication and Team Collaboration
  - Leadership and Creativity in Problem-Solving
  - Proficiency with Advanced Collaboration Tools and Technology
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## Work Experience

### Freelance Virtual Assistant | 2024

- Created a customized budget sheet for a client, increasing financial tracking efficiency by 30% and helping them adhere to monthly budget goals.
- Generated a tailored blog post for a client, boosting their website engagement by 15% through optimized content that aligned with their target audience's needs.

**Job Placement Officer**

*Centre for Social Awareness, Advocacy, and Ethics (CSAAE)*

*June 2024 – Present*

- Designed and facilitated targeted interview preparation workshops, achieving a 35% improvement in job placement rates.
- Conducted over 20 career coaching sessions quarterly, resulting in a 40% increase in job offers within three months.
- Analyzed placement success rates using data analysis methodologies, improving tracking accuracy by 30%.
- Built and maintained relationships with 50+ local employers to understand hiring needs.

**English Teacher**

*Pearlville School, Imo State*

*2023 – 2024*

- Improved students' academic performance by 40% through innovative teaching methodologies and personalized support.
- Engaged in 21st-century teaching practices using advanced tools such as projectors.
- Led the drama and debate clubs, organizing impactful events and nurturing student talents.
- Prepared students for news headline readings and drama scripts, enhancing public speaking and creativity skills.
- Fostered strong relationships with parents by providing regular updates on student performance, contributing to a 30% increase in engagement.

**English Teacher**

*Goldsmith Science School, Imo State*

*2022 – 2023*

- Taught English and Literature to students, enhancing their academic performance with a 30% improvement in comprehension and critical thinking skills.
- Played a pivotal role in administrative tasks, addressing the needs of both parents and learners, fostering strong communication and trust.
- Prepared exam classes, resulting in a 100% success rate without any student failures during final assessments.
- Utilized engaging teaching methodologies tailored to individual learning styles, boosting overall classroom participation by 25%.

**English Teacher**

*Salamah International School, Katsina State*

*2021 – 2022*

- Delivered English lessons to primary school pupils, fostering a 25% improvement in language proficiency.
- Structured creative lesson plans aligned with modern teaching methodologies, enhancing learning engagement.
- Guided and counseled pupils on academic and personal challenges, contributing to overall student well-being.

- Utilized innovative tools such as interactive whiteboards to make lessons more engaging and effective.
- Organized reading and writing workshops, boosting pupils' literacy skills by 30%.

### **English Teacher**

*Christ the King Secondary School, Imo State*

*2019 – 2021*

- Presented English and Literature topics, improving the academic performance of students by 35%.
  - Focused on preparing students in exam classes, achieving a high success rate in standardized assessments.
  - Supported underperforming learners with tailored interventions, fostering an 85% improvement in performance.
  - Promoted interactive learning techniques, enhancing classroom engagement and comprehension.
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### **Internship Experience**

#### **Intern**

*Nobel Internship Program*

*2024 – Present*

- Acquired skills in design thinking, pitch, presentation, and WordPress web design (designed and launched an Internship Hub homepage, increasing user engagement by 25%).
- Conducted research on client needs, contributing to 10% more targeted service offerings.
- Collaborated with cross-functional teams to execute assigned tasks, maintaining a 100% completion rate.
- Managed projects effectively, ensuring 95% adherence to timelines and completing multiple deliverables.

#### **Project Manager Intern**

*Excelebrate Internship Program | 2024*

- Managed a team of 6, increasing project efficiency by 30% and achieving 85% on-time delivery of project milestones.
- Developed and maintained risk registers, Gantt charts, and project charters, contributing to a 20% improvement in project risk management and on-time task completion.
- Submitted weekly progress reports to senior management, providing data-driven insights that led to a 15% increase in overall project optimization.

#### **Data Analyst Intern**

*Thrive 1.0 Internship*

*September 2023 – December 2023*

- Handled product sales analysis, identifying a 20% increase in consumer demand trends.
  - Implemented optimization strategies, achieving a 25% increase in sales conversion rates.
  - Shared monthly reports and visualizations, facilitating data-driven decision-making.
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## **Volunteer Experience**

### **On-Air Personality**

*Radio Companion FM 104.5, Katsina State*  
2021 – 2022

- Volunteered as an on-air personality, primarily reading news on current trends.
  - Collaborated with the production team to ensure accurate and timely news delivery.
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## **Education**

- **Postgraduate Diploma in Human Resources Management**  
*Chartered Institute of Human Resources Management*  
2021
  - **Bachelor of Arts in English**  
*University of Nigeria, Nsukka*  
November 2019
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## **Certifications**

- Virtual Assistant (ALX, DSEP)
  - Data Analytics (CISCO, Simplilearn)
  - Human Resources Management (CIHRM)
  - Project Management (Excelerate)
  - Jobberman Soft Skills
  - Fundamentals Program (Nobel Internship)
  - Teacher's Registration Council of Nigeria (TRCN)
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## **Achievements**

- Awarded "Most Reliable Team Player" during team circles with Excelerate.
- Developed and delivered engaging, data-driven presentations using slides, resulting in improved stakeholder engagement and enhanced clarity in project updates and proposals.