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# Mary Chinemerem Ejimkonye

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ejimkonyemary@gmail.com | 09035898828 | DoB: 11th April, 1999.

Highly organized and motivated Administrative Assistant with strong decision-making skills and attention to detail, seeking to bring top-level support to a growing company.

Experienced in excel and project management, with the ability to excel both independently and in a team setting.

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## Professional Experience

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<b>(ISC)<sup>2</sup></b> <b>Cybersecurity Analyst</b>	<b>03/23 - present</b>
<ul style="list-style-type: none"><li>Curbed threats on the internet, ensuring companies and businesses are safer by 95% than before.</li></ul>	
<b>Ojaja University (Kwara State, Nigeria)</b> <b>Personal Assistant to The Vice-Chancellor</b>	<b>07/22 - 08/23</b>
<ul style="list-style-type: none"><li>Employed by Arole Oduduwa Ooni Adeyeye Enitan Ogunwusi, CFR, Ojaja II, Ooni of Ife on 24th July, 2022.</li></ul>	
<b>Freelance (Ikorodu, Lagos State)</b> <b>Social Media Marketer and Manager</b>	<b>09/20 - present</b>
<b>Trackify</b> <b>Technical Support Representative</b>	<b>08/20 - 08/21</b>
<b>Neolife International (Offa, Kwara State)</b> <b>Active Distributor</b>	<b>08/20 - 01/22</b>
<b>Faitheroic Generation (Kwara State, Nigeria)</b> <b>Digital Marketer</b>	<b>08/20 - 01/22</b>
<b>Tuyil Pharmaceutical Industries (Irewolede, Kwara State)</b> <b>Intern Trainee</b>	<b>03/19 - 06/19</b>
<b>Geneticks Computer School (Ikorodu, Lagos State)</b> <b>Computer Assistant</b>	<b>05/15 - 08/15</b>

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## Education

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<b>Maryland Convent, Private School. (Ojota, Lagos State, Nigeria)</b> <b>Nursery School. - Best pupil in Science.</b>	<b>09/01 - 07/03</b>
<b>Presidency International School. (Orimedu, Lagos State)</b> <b>Primary School. - Best Student Overall in Primary 2 and Primary 5.</b>	<b>09/03 - 06/09</b>
<b>Presidency International College. (Orimedu, Lagos State)</b> <b>Junior And Senior Secondary Schools. - A+</b>	<b>09/09 - 06/15</b>
<ul style="list-style-type: none"><li>Best Student Overall in Mathematics, Basic Science in Junior Secondary School 1 (2009/2010).</li><li>Best Student Overall in Social-studies, French, Mathematics in Junior Secondary School 2 (2010/2011).</li><li>The Secretary of Jet Club in Junior Secondary School 2 (2010/2011).</li></ul>	

- Best Student Overall in Business Studies, Basic Science, Basic Technology, Yoruba Language, Christian Religious Studies (etc.) in Junior Secondary School 3 and Best Student Overall in the class (2011/2012).
- Represented my school in the Cowbell Mathematics competition twice (2012 and 2013 respectively).
- Best Student Overall in Science Department in Senior Secondary School 1 (2012/2013).
- Best Student Overall in Science Department in Senior Secondary School 2 (2013/2014).
- The Laboratory and Chapel prefects in Senior Secondary School 1 (2012/2013) till the beginning of Senior Secondary School 3 (2014/2015).
- The Assistant Head-girl in Senior Secondary School 2 and automatically the Head-girl in Senior Secondary School 3 (2013/2014 and 2014/2015 respectively).

**Ojaja University. (Ilorin, Kwara State)**

**02/17 - 04/23**

**B. Sc. Biology. - First Class Honours.**

- Volunteered to help in the Campus Clinic in my first year in University (2017).
- Helped co-ordinate laboratory experiments and set-up the platforms for the experiments (2018 - 2019).
- Graduated with a First Class Degree Honours.

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## Projects

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**CEO Of CHUKLASS2020 (Maned By Professor Muritala Awodun).**

**05/19 - 01/21**

- Created by Professor Muritala Awodun from the Entrepreneurial class he anchored.
- It continued as long as the class existed.
- The class eventually ended in January, 2021.

**Business Negotiations.**

**04/20 - present**

- Mastered the skill of business negotiations and closing deals, with 3+ years of experience, offline and in the digital space.

**Completed A Keto Website For A Client In America.**

**09/20 - 11/20**

- Amongst many other websites and accounts created, managed and optimally maximized for foreign clients, this is one of them.

**Graduate Of The Centre Of Enterprise And Human Capital Development.**

**05/19 - 01/22**

- Strong graduate of the Centre of Enterprise and Human Capital Development (CEHCD), 2020.
- CHUKLASS2020, a company registered under CAC, was birthed from this class, created by Professor Muritala Awodun.

**I Create New Clothing Designs In My Leisure.**

**04/21 - present**

**Cultivated A Nursery Of Tomatoes And Monitored Them Till Maturity.**

**10/20 - 01/21**

- The aim was to determine how iron toxicity affects in growth of tomatoes.

**Led A Draggy Department To Mountaintop.**

**03/18 - 02/21**

- Headed a Media Department for 4+ years.
- With succinct experience in people management and money management.
- Including improvement of the system and maximization of items and tools available for optimal performance.

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## Key Skills

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- Documentation control.
- Outstanding written and verbal communication (Team Communication).
- Exceptional literacy and numeracy.
- Engaging leadership style (Leadership).
- Program management, Organization
- Meticulous multitasker.
- Microsoft Office Specialist Certification, Typing/Word processing.
- Workflow planning and Task delegation.
- Contract negotiations.
- Presentation design.
- Attention to detail (Excellence).
- Collaboration, Teamwork, Problem-solving, Risk-taking, Decision-making, Relationship building, Patience, Well-organised, Project planning, Team Communication, Team Leadership, Team Building.
- Communication (Email management, Public speaking, Verbal/Non-verbal communication, Asking questions, Organisation, Note-taking, Constructive criticism), Research, Ability to teach and mentor, Ambition, Creativity.

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## Interests

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- Creative and Critical Writing.
- Languages.
- Reading.
- Sewing.
- Designing.
- Traveling.
- Board Games.
- Public Speaking.
- Creative and Critical Thinking.
- Seminars and conferences.

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## References

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Pastor Abraham Stephen Temitope - Pastor, House Of Hope  
08156417411

Dr. Ben Nwabo - Lecturer, Ojaja University  
08033701890