**CHIZURUMOKE, ONYINYE NOVEMBER**

**Professional Writer & Editor**

**Address: Beside Alins Comprehensive Sec. School, Agbani,**

**ENUGU STATE, NIGERIA.**

**Phone number: 0806 862 2214; E-mail: okoronovember@gmail.com**

**PERSONAL STATEMENT:**

With over 3 years of professional writing experience, I help businesses develop content that is engaging, search engine optimized, and drives sales. Apart from being a native English speaker, I have an extra eye for editing. This ensures that clients get error-free and publish-ready content.

**SKILLS AND CAPABILITIES:**

* Proficiency in MS-Office and Google Workspace
* Good knowledge of WordPress, Yoast, and SurferSEO
* Multitasking
* Strong communication and presentation skills
* Excellent in time management ethics with great planning and scheduling prowess
* Self-confident
* Excellent writing skills
* Dedicated and hardworking

**CERTIFICATIONS:**

2019 Human Centered Design IBM

2015 Monitoring and Evaluation Fundamentals USAID

2015 Social Entrepreneurship HP- LIFE

2015 Project Management AKBS/AMA

**EDUCATION QUALIFICATIONS AND INSTITUTIONS:**

2015 National Teachers’ Institute (NTI)

 **Post Graduate Diploma Education (PGDE)**

2013 Federal University of Technology, Owerri, Imo State

 **B. Agric. Tech. Agricultural Extension (Second Class Upper)**

2008 Government Secondary School Elekahia, Port-Harcourt, Rivers State

 **Senior School Certificate Examination (SSCE)**

**WORK EXPERIENCE:**

2020 – Present **DChimes Media, Lagos State**

Freelance Writer (Remote)

 **Roles:** Blog posts, article writing, and copywriting

2020 **The Vine Productions, Enugu State**

Senior Staff Writer

 **Roles:** Writing and publishing blog posts, editing and proofreading, on-page SEO, supervising junior staff writers.

2019 **Divine Prince and Princess Academy, Agbani, Enugu State**

 Part-Time ICT Instructor

 **Roles:** taught Computer Science to junior and senior secondary students; form teacher to students in JSS1.

2016 **Green Shield Integrated Technologies, Akure, Ondo State**

 Monitoring and Evaluation Officer

 **Roles:** supervise projects/ programs; write report on projects; supervise all field interns; evaluate staff performance using SPSS and Microsoft Excel for graphical representation; and weekly report writing on staff assessment.

2015 **National Youth Service Corps (NYSC)**

National Agricultural Seed Council, Akure, Ondo State

Seed Certification Officer

**Role**: inspection of seed farms to ensure and guarantee production of high-quality seeds that breed true to type

**PERSONAL DATA:**

**GENDER**: FEMALE

**STATE OF ORIGIN**: ENUGU STATE

**NATIONALITY**: NIGERIAN

**REFEREES**:

Available on request.