**EZENOBI UZOAMAKA DORIS**

07067611441, 08083999729

uzoamakaezenobi@gmail.com

Highly seasoned and keen communicator with great interpersonal, problem solving and analytical abilities. A fast and self-learner with excellent communication and relationship skills. Target oriented person and work well with teams readily contributing to opinions and ideas.

**SKILLS**

* Knowledge of Keyword and SEO.
* Research
* Editing
* Knowledge of WordPress
* Microsoft office proficiency.
* Capable of handling pressures and deadlines
* Creative writing style and excellent reporting skill.
* Exceptional written communication skills with knowledge of grammar and punctuation.

 **EXPERIENCE**

**Digital Creativeness August 2022**

*Content Writer*

* Research industry related topics
* Research, develop and write contents for online publication.
* Proofread and edit blog posts before publication.
* Conduct simple keyword research and use SEO guidelines to increase web traffic.
* Update content on WordPress, and adding images.
* Optimize contents using SEO
* Engage in outreach to other blogs
* Develop and write contents to be published on the websites of clients gotten from outreach.

**Hugo Global Express Logistics Limited 2021-June 2022**

*Customer Service Representative*

* Receives direct complaint from customers on any issues concerning tracking or waybill numbers and refer to record on the one drive or website (domestic and international).
* Receives all incoming calls and messages.
* Registers all outgoing packages on the website.
* Makes sure all outgoing goods are properly registered, and then refers to the accountant for payment and confirmation.
* Signs and stamps all outgoing goods on behalf of the accountant.
* Record all incoming and outgoing goods in the office.
* Notifying customers for undelivered goods.
* Make sure all outgoing packages are properly delivered to the right address and rightful owner.

**Uga Boys' Secondary school, Uga, Anambra State 2016– 2020**

*English teacher*

* Develop instructional strategies, materials and methodologies for English students.
* Supervise tests and quizzes to be completed by students.
* Encourage a positive learning environment and an excellent student teacher interaction.
* Prepare students for English & Literature exams through review, encouragement and support.

**Baptist High School, Iree, Osun (NYSC) 2014-2015)**

*English & Literature Teacher*

* Responsible for creating lesson plans based on the approved curriculum.
* Guided the students with correct usage of English such as grammar and composition.
* Instructed content and skills of English language, literature, composition and grammar.
* Encouraged students to express original ideas and to think independently.

**Aguata Local Government Secretariat, Anambra 2008-2009**

*News Reporter*

* Met every daily deadline successfully, with 100% completion of all assigned reports by specified deadline.
* Wrote, recorded, and edited stories for use on the air.
* Learned how to find events in the surrounding area to complete relevant stories from week to week.
* Produced regular features and breaking news articles, focusing on business, government, health and crime.

 **Anambra Broadcasting Service (Industrial Trainee) 2007**

*Editor*

* Worked with assignment editors and designers on researching, fact checking and writing stories.
* Attended and participated in weekly editorial meetings.
* Joined in editing contents to cater to readers’ requirement and provide detailed information for same.
* Assisted in evaluating all news for authenticity and check with sources to ensure correctness of published article to avoid conflicts.

**EDUCATIONAL QUALIFICATIONS**

Nnamdi Azikiwe University, Awka 2015-2019

M.Sc. in Mass Communication

Nnamdi Azikiwe University, Awka 2009-2013

B.Sc. in Mass Communication

Federal Polytechnic Oko 2006-2008

National Diploma in Mass Communication