

# Allison, Amarachi Stephanie.

Pipeline Rumuokwurusi Port Harcourt, Nigeria.

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## » Profile

I am a young, enterprising, responsible, enthusiastic, technology savvy, result-oriented aviation professional with keen qualitative aptitude and excellent ethics seeking a position where her professional, management, communications and IT skills can be effectively utilized to improve operations and contribute to organization's growth, profits and rapid expansion.

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## » Work Experience

### **Royal Gate Educational Centre, Rivers State, Nigeria.**

#### **Teacher**

**[Jan. 2023-Present]**

- **Deliver Engaging Lessons:** I deliver engaging and interactive lessons to students to facilitate their understanding of the subject matter.
- **Create Instructional Materials:** I create and utilize a variety of instructional materials, including lesson plans, presentations, and multimedia resources.
- **Assess Student Progress:** I assess and monitor student performance through assignments, quizzes, exams, and class participation, providing timely feedback
- **Effective Communication:** I maintain open communication with students' parents or guardians, keeping them informed about their child's progress and addressing concerns promptly.
- I collaborate with fellow teachers and staff to share best practices, enhance teaching strategies, and contribute to a cohesive learning environment.
- **Professional Development:** I engage in ongoing professional development to stay current with educational trends and improve my teaching skills, and continuously adapt teaching methods to accommodate diverse learning styles and needs, ensuring students' academic growth.
- **Classroom Management:** I employ effective classroom management techniques to create a positive and orderly learning atmosphere.

### **Ngofa Inspection Services Limited, Rivers State.**

#### **Secretary and Customer Relationship Officer**

**[Sept. 2019- Dec. 2022]**

- **Administrative Support:** Provided comprehensive administrative support to maintain efficient office operations.
- **Scheduling:** Managed the executive's calendar, schedule appointments, and coordinate meetings.
- **Correspondence:** Drafted emails, letters, and memos, and ensured effective communication.
- **Document Management:** Organized physical and electronic files and records.
- **Client Interaction:** Built and maintained strong customer relationships, addressing inquiries and concerns courteously.
- **Issue Resolution:** Assisted customers in resolving problems and gather feedback for improvement.
- **Sales Support:** Collaborated with sales to identify upselling opportunities and promote products or services.
- **Coordination:** Facilitated communication between teams, maintains confidentiality, and multitasks efficiently to meet responsibilities.

### **Community Secondary School, Okpo, Enugu-Ezike, Enugu State.**

#### **Teacher [National Youth Service Corps]**

**[Aug. 2018- Aug. 2019]**

- Organized Inter-School quiz/debate competition, and preparation of pupils for the competition
- Planned, prepared and delivered lesson plans and instructional materials that facilitate active learning, developed schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instructed and monitor students in the use of learning materials and equipment, used relevant technology to support and differentiate instruction.
- Managed student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintained accurate and complete records of students' progress and development.

### **Custom Realities.**

#### **Administrative Assistant**

**[Sept. 2017-Jul. 2018]**

- Office Management: I ensured the smooth day-to-day operation of the office, including managing schedules, supplies, and equipment.
- Scheduling and Calendar Management: Maintained and organized the supervisor's calendar, schedule appointments, meetings, and events efficiently.
- Communication: Acted as a primary point of contact for internal and external communication, handling emails, phone calls, and messages promptly and professionally.
- Document Management: Created, formatted, edited, and organized documents, reports, and presentations. Maintain and update files and records.
- Travel Coordination: Arranged travel itineraries, bookings, and accommodations for the team or executives when required.
- Meeting Support: Prepared meeting agendas attended meetings to take minutes and distributed meeting materials.
- Correspondence: Drafted and proofread correspondence, memos, and reports on behalf of superiors, ensuring accuracy and professionalism.
- Data Entry and Database Management: Input, updated, and maintained data in spreadsheets and databases, ensuring data accuracy and security.
- Office Technology: Troubleshoot and assisted with office equipment and software, ensuring they are up to date and functioning properly.
- Administrative Support: Provided general administrative support, including photocopying, faxing, filing, and organizing documents. Assisted with special projects as needed.

### **Federal Ministry of Urban Development and Housing, Rivers State, Nigeria.**

#### **Student Intern**

**[Apr. 2016- Sept. 2016]**

- Conducted research on urban development and housing-related issues, policies, and programs. Analyze data and prepare reports on relevant topics.
- Assisted in administrative tasks such as organizing meetings, managing documents, and maintaining records and provided support to senior staff in the development and evaluation of urban development and housing policies and initiatives.
- Assisted in preparing communication materials such as presentations, briefings, and newsletters for internal and external stakeholders.
- Participated in outreach programs and community engagement initiatives related to urban development and housing projects.
- Attended training sessions, workshops, and meetings to enhance knowledge of urban development and housing policies and practices.

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## » Skills

- Enthusiastic interpersonal, time management and team work ability
- Proven oral, written, organizational and interactive communication skills.
- Problem solving skills through dedication and drive.
- Skill in use of AUTOCAD, ArcGIS for design.
- Proven proficiency in Report writing, time management, Data Analysis, and Customer relationship.
- Proficient in the use of Microsoft Office software [Word, Access, PowerPoint, Excel]

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## » Education

### **Rivers State University, Port Harcourt, Nigeria.**

Bachelor of Technology [B.Tech.] in Urban and Regional Planning [2012- 2017]

### **Holy Child College, Rumukwurushi, Rivers State, Nigeria.**

West African Senior School Certificate Examination [WASSCE] [2006- 2012]

### **All Saints Primary School, Rumuokwurusi, Nigeria.**

First School Leaving Certificate Examination [2001- 20006]

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## » Courses / Seminars / Licenses

### **Learn to Live Business School & Associates**

- Human Resource Management [2019]

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## » Professional Affiliations

- Member, Young Planners' Forum, Rivers State Chapter.
- Member, National Institute of Town Planners- Rivers State Chapter.

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## » Interests

- International Trade and Business Development and Volunteering
- Climate change advocacy and capacity building for sustainable development.

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## » Referees

- Available on Request.