

GODLIVES ONYEKACHI OKEY-EZE

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Career Objective

To build more capacity, develop important skill-sets and collaborate with a result oriented team to drive organizational growth and expansion as a means to secure my financial stability and growth.

Educational Qualifications

Nnamdi Azikiwe University Awka, Anambra State Bachelor of Science, Psychology	2007 – 2011
Supreme Knowledge Comprehensive School, Nkpor-Agu, Anambra State West African Senior School Certificate Examination (WASSCE)	2000 – 2006
Union Primary School, Ezeiweka, Anambra State First School Leaving Certificate (FSLC)	1994 – 2000

Certificates

Certificate of Proficiency in AfriHUB ICT solutions for Africa
Certificate of Participation on Personal Development, Goal setting:
The Bedrock of Time Management by Loveworld Resource Center,
Academic seminar.

Working Experience

Macnxtreme Academy, Anambra State

2017- Till Date

Job description: Managing Director

- Developing and executing the company's business strategies
- Providing strategic advice to the board and chairperson
- Preparing and implementing comprehensive business plans to facilitate achievement
- Ensuring company policies and legal guidelines are communicated all the way from the top to down the company hierarchy.
- Communicating and maintaining trust relationships with shareholders, business partners and authorities
- Overseeing the company's financial performance, investments and other business ventures
- Delegating responsibilities and supervising the work of executives providing guidance and motivation to drive maximum performance
- Team management.
- Fund raising

Projects & Volunteer Work

- Successfully mobilized support for over 50 indigent children during the 2017 Children's Day. The fund raised was used for feeding as well as providing school supply for children for the 2017/2018 Academic year.

- In collaboration with “Save the Children International” and to raise fund for Children towards the African Child Celebration in 2017, we sponsored musically talented youths to record and perform the “Save the Children” single.
- Successfully hosted a music competition tagged “Topcode Music Competition” in 2019 & 2021 to inspire musically inclined youths from Indigent background.

De Santos Hotel Awka, Anambra State

2016 – 2022

Job description: Guest Service Manager

- Supervising and training front office and housekeeping staff on best guest service practices
- Handling escalated guest situations and providing recovery when appropriate
- Analyzing customer feedback from hotel guestbook and online reviews and suggest ways to improve ratings
- Monitoring staff scheduling & shifts
- Overseeing various department cooperation
- Ensuring that front-desk staff, including Receptionists and Concierges, offer stellar customer service and provide memorable hospitality experiences for the guests.
- Monitoring daily bookings and ensuring assigned rooms are prepared prior to check-in
- Overseeing check-in and check-out procedures, including reservations and financial transactions
- Coordinating and managing communication between guests and staff and following up to ensure customer’s concerns are resolved in a timely manner
- Managing guest relations team (including Receptionists and Concierges) to ensure compliance with all standards and operating procedures
- Appraising team’s performance and produce regular reports

Deputy Governorship Candidate, Delta State

2014 – 2015

Job description: Personal Assistant

- Handled all projects related to campaign publicity and installation of billboards across the state
- Arranged for travels, accommodation and campaign tours in consultation with party’s campaign team
- Scheduled meetings, appointments, received and screened phone calls on behalf of the candidate
- Compiled and prepared reports on campaign budgets, expenses and voter’s feedbacks

Psychiatric Rehabilitation Center, Obosi, Anambra State

2012 – 2014

Job description: Graduate Intern (volunteer)

- Conducted research works for journals and book publications
- Championed awareness campaigns in 15 secondary schools on mental challenges associated with children and adolescents
- Provided exclusive care for children with special needs (Autism, Down syndrome and Attention Deficit Hyperactivity Disorder, ADHD)
- Aided patient’s recovery process through supervised drug administration and psychotherapy

Skills and Competencies

- Experience in the management of senior staff, employees and available resources.
- A high level of business awareness and acumen.
- Innovative and creative skills
- Interpersonal and communication skills
- Computer and technical skills
- High understanding of the intricacies of financial management and management.
- Excellent Leadership, communication and organizational skills.
- Excellent analytical and problem-solving skills.
- Strong crisis management and conflict mediation skills.

Languages

- English
- Igbo

Interests

- Reading
- Music
- Sport