

# ABAH GENEVIEVE

## **DASCO TECH, ENUGU— office assistant**

February 2022 - July 2023

I was in charge of typing, editing, and compiling documents for easy access. I also help in the design process for book covers, letters, and certifications. I help to input students' data and results for each term and calculate their scores and ranks with the help of an Excel worksheet.

## **freelancing, remote — freelance writer**

April 2022- Present 2023

With a passion for writing, I have written content in health and fitness, business, career and work-life balance, mental health, parenting, real estate, relationships, and more.

I have also undergone courses in digital marketing and learned how to plan marketing strategies to reach the target audience and convert sales.

With the knowledge of Google tools such as Google Docs, sheets, Google Trends, Google Analytics, and other SEO tools I have been able to create content based on relevant keywords.

## **EDUCATION**

### **Sacred Heart Marist College, Kogi State—**

**High School Diploma** September 2015- October 2021

Studied for six years in the school. 3 years in junior high school and 3 years in senior high school.

### **Enugu State University of Science and Technology, Enugu — undergraduate degree**

August 2023 - Present

Currently pursuing a bachelor's degree in the above-stated University.

## **SKILLS**

SEO Tools specialist.

Excel Specialist.

Google Docs, calendar, and workspace specialist.

Canva, cap cut, and Corel draw expert.

Ahref keyword tool experience.

Content writing and creation.

Google Console.

## **AWARDS**

**Best graduating Biology Student.**

**I was the most careful student in my graduating class during high school.**

**Certificate of course completion in social media marketing from Hub Spot Academy.**

**Certificate, of course, completion in digital marketing and SEO tools specialist from Simplilearn.**

**Certificate of course completion in graphic design.**

**Certificate of course completion in copywriting and content writing from Selar.**

## **LANGUAGES**

English

Portfolio link

<https://www.clippings.me/users/nievey-com>