

Oluchi Cynthia Nwankwo

Nationality: Nigerian (Nigeria) **Date of birth:** 17/03/1998 **Gender:** Female

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Home: Omemma street, Rumukurushi, Port Harcourt (Nigeria)

ABOUT ME

A result-oriented individual with a few years of pro and post-qualification experiences I am skilled in monitoring and evaluation, data management, entrepreneurship and safe community health practices. I have freelancing experience in creative writing and I'm versatile in my approach towards writing. I am open to learning and effectively contributing towards the actualization of the organizations' goals, and to boost your organisation's productivity and profitability.

WORK EXPERIENCE

Manager

Sound Minds Book Club/ Charity Organization [2019 – Current]

City: Uyo

Country: Nigeria

- Organizing meetings and providing agendas.
- Assist in contacting potential donors.
- Organizing social media outreach and other publicity work.

Sales Representative

Elcoolx Nigeria Limited [2020 – 2023]

City: Uyo

Country: Nigeria

- Established and maintained a positive business relationships with customers
- increased sales by 80% through developing sales strategies and schedules
- Generated over 200 leads in first month through cold calling .

Receptionist

Watt bridge Hotel & Suites [2018 – 2019]

City: Uyo

Country: Nigeria

- Organized and distributed mails, and efficient arranged calendars of appointment
- Ensured answering, forwarding and screening of phone calls were done promptly.
- Assisted visitors to navigate through the office with ease and are communicated with relevant information

Bar tender

Cheznous Exclusive Bar [2016 – 2018]

City: Aba

Country: Nigeria

- Ensured quick response to customer's orders and delivery are done promptly which reduced waiting periods by 90%.
- Developed strategies to ensure tables are 100% clean before next order.
- Provided excellent wait service to customers through effective communication and recommendations which increased positive feedback from customers by 80%.

Sales Representative

Hi5ve Marketing Company [2015 – 2016]

City: Aba

Country: Nigeria

- Initiated fast feedback response to customers complaints which reduced complaints from 70% to 15% by implementing customer reaction box
- Increased the business relationship through effective communication with prospective and existing customers by 40% to 80%
- Organized and collated weekly and monthly reports
- Identified and helped generate leads

EDUCATION AND TRAINING

Higher National Diploma

Ibom Metropolitan Polytechnic [2021 – Current]

Address: Uyo (Nigeria)

Field(s) of study: Biochemistry

National Diploma

Ibom Metropolitan Polytechnic [2019 – 2021]

Address: Uyo (Nigeria)

Field(s) of study: Science Laboratory Technology

DIGITAL SKILLS

Proficient Microsoft Office user (Word, Outlook, Excel and etc.) / Creative Writing

Soft skills

Problem analysis & Problem Solving / Team Player/Team Leader / Critical thinking / Content writing / Good communication skills / Adaptability

REFERENCE

Available on request