

CURRICULUM VITAE

Christiana Nkemdilim OSUDE

Date of Birth: 12th October 1996.

Marital status: Single

Gender: Female

Nationality: Nigerian

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EDUCATION

2015-2020: Nnamdi Azikiwe University, Awka, Anambra State, Nigeria.

B.sc Geology

2008-2014: Our Lady of Apostles Secondary School, Yaba, Lagos State,
Nigeria.

West African Secondary School Certificate Examination

‘O’ Levels.

WORK EXPERIENCE

11/2021 – 10/2022: Government Secondary School, GRA, Enugu.

TEACHER

- Incorporated multiple types of teaching strategies into classroom.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.
- Kept records of student progress for teachers and parents and made notes on behavior, grades, comprehension and personal growth.
- Monitored and reported student progress and development, offering mentoring as needed. Monitored students during quizzes and tests.

- Planned, prepared and presented group assignments to encourage collaboration.
- Researched and presented new learning tools and methods for classroom application.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Supported student physical, mental and social development using classroom games and activities.

06/2021 - 10/2021:

Prudent Risk Advisors Limited

OFFICE ASSISTANT

- Created and updated records and files to maintain document compliance.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Recorded and tracked operational expenses to identify and eliminate wasteful spending.
- Sorted, opened and routed mail and deliveries to meet business requirements.
- Maintained office supplies inventory by checking stock and ordering new supplies.
- Conducted research to assist with routine tasks and special projects. Responded to inquiries from callers seeking information.

05/2018 - 11/2018:

Automated Geotechnical Limited

LABORATORY INTERN

- Collaborated with team members and stakeholders to successfully complete project work. Identified issues, analyzed information and provided solutions to problems.
- Participated in team-building activities to enhance working relationships.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Recorded test results on standardized forms to enter into database and communicate to appropriate personnel.
- Compared laboratory data against specifications to determine if results met requirements.
- Carried out day-to-day duties accurately and efficiently.

ORGANIZATION

- Nigerian Mining and Geoscience Society (NMGS) NAU chapter.
- Nigeria Association of Petroleum Explorationist (NAPE).

CERTIFICATIONS

- National Youth Service Corps.
- Geographical Information System (GIS).
- Jobber Man Soft Skill.

INTEREST

- Networking
- Acts
- Music
- Research
- Travelling
- Volunteering

PERSONAL QUALITIES AND SKILLS

- Proficiency in Microsoft Office applications
- Fluent in English Language
- Excellent in oral, written and interpersonal communication skills
- Willingness to improve my skills and abilities
- Self-motivated, smart and always seeking a better way of getting things done
- Proficiency in HTML, CSS and JavaScript programming Language
- Skilled in working effectively as part of a team or alone with minimal supervision.

REFERENCES

Mrs Chioma Ozuma

Government Secondary School, GRA, Enugu

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Mr Markinde

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