

# OMELOGU C. CHINOMNSO

## PERSONAL DATA:

Address: 5, Hillary Street, Mowo  
Extension, Badagry, Lagos.

Email: hillarycomelogu@gmail.com

Tel: 07066019733

DoB: 10<sup>th</sup> of April, 1998.

Status: Single.

Nationality: Nigerian.

State: Abia.

Gender: Female.

Religion: Christianity.

Languages: English and Igbo.

## SKILLS

- Excellent communication skill.
- Ability to multitask.
- Teaching.
- Personnel training and development.
- Ability to learn fast.
- Ability to function effectively with little or no supervision.
- Analytical and reporting skill.
- Problem-solving acumen.
- Versatile reading and researching
- Leadership skills.

## PROFILE

A team player, a researcher, a strong commitment to generating positive results. Self-motivated to work and develop my potential and most importantly develop my knowledge horizon with an open mind to the world. I am highly driven and focused, with a clear sense of purpose and determination- not easily swayed by setbacks or obstacles, with the perseverance and resilience to keep pushing forward towards my goals. Whether it is in my personal or professional life. Approach everything with a can-do attitude and a relentless pursuit of success. My determination and drive make me a valuable asset to any team or project, and I am sure to make a positive impact wherever I go.

## EDUCATION:

- |                    |   |
|--------------------|---|
| <b>2013 - 2017</b> | <b>Abia State University, Uturu</b><br>BSc, Economics                             |
| <b>2008 - 2013</b> | <b>Hopebay College, Maza-maza</b><br>Senior School Certificate Examination (SSCE) |

## WORK EXPERIENCES

- |  |                    |
|--|--------------------|
| <b>Community Secondary School, Amah.</b>   | <b>2021 - Date</b> |
| Post Held: Teacher   |                    |
| <ul style="list-style-type: none"><li>➤ Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.</li><li>➤ Create and distribute educational content (notes, summaries, assignments etc.).</li><li>➤ Assess and record students' progress and provide grades and feedback.</li><li>➤ Maintain a tidy and orderly classroom.</li><li>➤ Plan and execute educational in-class and outdoor activities and events.</li><li>➤ Observe and understand students' behavior and psyche and report suspicions of neglect, abuse etc.</li></ul> |                    |

- Excellent listening and organizational skills.

## ACHIEVEMENTS

- **SIGN POST** — “Welcome to AMAH Community” (NYSC).  
To help direct people to the community
- I developed good relation with my previous bosses due to my ability to properly carry out instructions and being a quick learner.
- Built positive and productive relationships with clients for business growth.
- I demonstrated professional etiquette and manners in my past job.

## AVOCATION

- Researching
- Reading
- Critical thinking
- Teaching
- Traveling
- Exploring
- Networking

## REFEREE

**Available Upon Request.**

## CERTIFICATIONS

**UDEMY: Complete Figma Mega-course UI/UX Design.**

**UDEMY: Graphics Design Masterclass.**

## **Peaches Soap Limited, Badagry**

**2020 – 2021**

Post Held: Supervisor

- Ensures that all documentation concerning the ordering and releasing of both raw materials and finished goods are properly documented.
- Ensures that all raw materials and production materials requested are labeled on the line.
- Production report with shift/Production manager.
- Closely monitor all employees to make sure every employees is at his/her post.
- Enforce all safety policies on the production floor.
- Ensuring that the production floor is kept tidy and clean always
- Follow-up, the cleaning of the line during changeover.
- Ensure correct batch coding on wrapper, cartons and arrange finished goods carton on pallet as per product standard.
- Keep record of daily production, scrap soap and recycle soap and wrapper wastage in logbook.

## **Blackgate Guest House, Port Harcourt**

**2018 – 2020**

Post Held: Manager

- Supervise work at all levels (receptionists, kitchen staff, maids, office employees etc.) and set clear objectives
- Plan activities and allocate responsibilities to achieve the most efficient operating model
- Manage budgets/expenses, analyze and interpret financial information and monitor sales and profits
- Communicate with customers when appropriate (welcome them in the facilities, address their complaints, find solutions to problems, offer information etc.)
- Deal with maintenance issues, shortages in staff or equipment, renovations etc.
- Collaborate with external parties such as suppliers, travel agencies, event/conference planners etc.
- Inspect facilities regularly and enforce strict compliance with health and safety standards.