

# Opurum, Ihuoma Merit

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Lagos State, Nigeria

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09060315667

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## OBJECTIVES

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To build a career in a growing organization, where I can utilize my abilities, accept challenges, fulfill organizational goals and climb career ladder through continuous learning and commitment.

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## PERSONAL DETAILS

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Gender: Female

Nationality: Nigerian

Marital Status: Single

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## CORE SKILLS

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- Basic python knowledge.
  - Proficiency in Microsoft Office Suite: Word, Power Point, Excel.
  - Data analysis and interpretation.
  - Effective communication and presentation skills.
  - Technical problem solving skills.
  - Detail oriented and analytical mindset.
  - Effective team player.
  - Technologically adaptive.
  - Respect for Professional culture.
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## EDUCATION

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**RIVERS STATE UNIVERSITY –**

Port Harcourt

Bachelor of Technology (B.Tech) in Chemical/Petrochemical Engineering

2014 – 2019

**INFORMATION TECHNOLOGY ACADEMY–** Rivers State University ICT Centre

Microsoft Office Suite

2016

**CHIMS COLLEGE –**

Port Harcourt

West Africa Examination Council (WAEC) Certificate

2007 – 2012

**ST. MARY'S NURSERY AND PRIMARY SCHOOL –**

Port Harcourt

First School Leaving Certificate

2000 – 2006

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## WORK EXPERIENCE

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EDTIFY TECHNOLOGY –

Ikeja

### **Social Media Management/Marketing**

July 2023 – Present

- Create engaging contents, schedule posts and interact with users.
- Boost brand presence and engagements on Social media platforms.
- Measure campaign effectiveness with metrics and data.
- I engaged in report writing using Microsoft Excel.

MINISTRY OF ENERGY AND MINERAL RESOURCES –

Ikeja

### **NYSC Staff**

June 2022 – May 2023

- I assisted in monitoring exercises at oil and gas facilities to ensure compliance with safety regulations.
- I engaged in report writing using Microsoft Word and data management using Excel.

OXFORD INTERNATIONAL GROUP –

Port Harcourt

### **Business Associate**

September 2021 – May 2022

- I acquired and retained customers by following sales leads and focusing on customer relationship management.

SHAKERS LIMITED –

Port Harcourt

### **Social media manager**

October 2020 – April 2021

- I created social media strategies aligned with business goals for all company subsidiaries.
- I managed all social media accounts and created promotional contents.

- I handled customer enquiries.

SHELL PETROLEUM DEVELOPMENT COMPANY –

Port Harcourt

**Intern**

April 2018 – August 2018

- I gained valuable experience in a professional environment.
- I developed work ethics, communication and presentation skills.
- I assisted in the design of a pipeline for the Oyigbo NAG to AG re-routing project.

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#### **REFEREES**

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This will be made available on request.