

TOBIN-WEST HELEN SOALA
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Nigeria.

Professional Summary

I am a pro-active and goal-oriented individual with a multicultural experience as an African Union scholar. I am hardworking and have garnered experience, skills, and knowledge from different professional settings which I would contribute to the overall success of any organization. I am detail oriented and I possess exceptional interpersonal competency. I am also proficient in Microsoft Office suite, content writing, and data visualization using power BI.

Educational Background

Pan African University of Life and Earth Sciences Institute, Ibadan, Oyo State.

Master of Science (Sport Management and Policy Development) – (2019-2021)

Niger Delta University, Wilberforce Island, Amassoma, Bayelsa State.

B.Sc. Ed., Science Education (Human Kinetics option) – (2012 - 2016)

Work Experience

Scooper News

Position Held: Freelance Writer (July 2019 – December 2020)

- Performed basic research on assigned topics, and created original and engaging content that followed all specifications and guidelines (including keyword usage and density).
- Worked independently and meticulously to ensure 100% error-free content.
- Wrote and published over 100 pieces of articles spanning quite a challenging variety of topics.

General Hospital Enugwu-ukwu, Anambra State (Ante-Natal unit).

Position Held: Exercise/Data Entry Support (NYSC) (November 2017 – October 2018)

- Assisted in supervising pregnant women during their weekly exercise routine.
- Daily check-up of the pregnant women's vital signs.
- Assisted in the registration and documentation of children's information for immunization.
- Managed patients' records, including filing, and sorting out their information.

Internships

Nigeria Football Federation (NFF), Moshood Abiola Stadium, Abuja.

Position Held: Storehouse/Admin Intern (February 2021 – May 2021).

- Shadowed the Head of the Storehouse during branding and customization of athletes' sport wears.
- Conducted various duties as assigned by the Administrative Officer.
- Daily managed and organized inventory of current assets within the storehouse to ensure accuracy.
- Assisted in general office operations as delegated by the Administrative Officer.

Rivers State Ministry of Sports, State Secretariat, Port Harcourt, Rivers State.

Position Held: Office Assistant (January 2021).

- Conducted various duties as assigned by the Sport Development Unit head.

- Provided excellent customer service by greeting visitors with a positive and helpful attitude.
- Answered and addressed all incoming calls and mails in a timely and professional manner.

Gilead Schools, Amassoma, Bayelsa State.

Position Held: Student Teacher (November – December 2015).

- Taught various Physical and Health Education topics to the Junior Secondary School (Class 1 and 2) students.
- Assisted the class teacher of Basic Three pupils with daily classroom activities.
- Enhanced student learning by providing relevant practical activities.
- Prepared lesson plan and notes on various Physical and Health Education topics.

Community Secondary School, Amassoma, Bayelsa State

Position Held: Student Teacher (November – December 2014)

- Taught Physical and Health Education to the Junior Secondary School (Class 2) students.
- Participated in the scoring and documentation of students' results.
- Observed and evaluated students' performance during practical activities.
- Evaluated and revised lessons plans and course content to facilitate and moderate classroom discussions and student-centered learning.

Training and Certifications

Digital Marketing Skills Certified in WordPress Website Development and Search Engine Optimization (SEO) | Digital Marketing Skill Institute – (August 2023 – October 2023).

- I learned the fundamental principles that are required for any digital marketing success. I also learnt the power of applying digital marketing concepts across the marketing function in any business – integrating traditional and digital marketing strategies to maximize results.
- I learned about website conversion rate and usability. Also learnt how to architect a “conversion funnel” that gives businesses exactly what they want: MORE customers that are MORE valuable, while spending LESS to acquire them.
- I learned how to develop a website and practice continual SEO development including keyword research, and site optimization.
- Successfully re-designed a website (fitfirsthub.com) and ensured that all contents were integrated with current SEO best practices.

Data Analysis Skills Certified | I4G Datacamp Training – (April 2022 – October 2022).

- I learned and had practical sessions in Data Science, Power BI, Data Analysis Expressions (DAX) and Data Analysis in Excel.

Introductory Jobberman Soft-Skills Training | Jobberman (May 2022)

- I learned about Personal Effectiveness and Time Management, Employability Skills and the use of Application Tracking System (ATS), Emotional Intelligence and teamwork.

Microsoft Office Suite and Product Design (UI/UX) Certified | Side-Hustle Internships (April 2022 – May 2022).

- I learned about Microsoft Word, PowerPoint, and Excel fundamentals.
- I learned about the concept of UI/UX, Design Thinking and User Interview, User Interface, User Research and Information Architecture.
- Did a capstone project on a company header with a watermark logo and a newspaper page with a team of 20 persons.

Content Creator Skills Certified | Hostbeak Kreators Program (March 2022 – May 2022).

- I learned about the WordPress environment, Search Engine Optimization, Web Monetization and Payment

Pointers.

- I created and designed a personal website (www.fitfirsthub.com).

Professional Membership

- Teachers' Registration Council of Nigeria (TRCN) (June 2017)

Referees

Available on request