

EMMANUEL TEMITOPE OMIDIRE

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PROFILE SUMMARY

Strong communication skills and ability to translate technical concepts to non-technical stakeholders. Excellent communication and interpersonal skills with a proven ability to work collaboratively across different teams and stakeholders. Dedicated to continuous learning and staying up-to-date with industry trends and best practices. I am a consistent, hardworking, and a highly motivated person. I enjoy working with the public and I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking forward to improving my position in the work force, expand my knowledge and skills. I am also looking forward to establish long-term employment in a friendly environment.

EDUCATION & QUALIFICATION

- **National Youth Service Corps (NYSC) –**
Archive Global Management Limited, Utako, Abuja. 2023
- **Higher National Diploma. Computer Science –**
The Federal Polytechnic, Nasarawa. 2021
- **National Diploma. Computer Science –**
Nasarawa State Polytechnic, Lafia. 2017
- **West African Examination Council. SSCE –**
Abuja International Academy. 2013
- **First Leaving School Certificate. FLSC –**
Oke Opo Community Primary School. 2006

SKILLS HIGHLIGHT

- Ability to pay attention to small details and ensure accuracy and quality in all work.
- Tech-savvy and proficient in Microsoft Office (Word, Excel, PowerPoint) VMWare.
- Knowledge and experience in relevant software, hardware, programming languages, and technologies, such as networking, database management, software development, or cybersecurity.
- A willing teacher with mindset to lift and guide others.
- Flexibility to work in a fast-paced, dynamic environment and adapt to changing requirements and priorities.

INTERNSHIPS / EXPERIENCES

- Archivist –** Archive Global Management Limited, Utako, Abuja. August 2022 – May 2023
- Digitization and document conversion.
 - Evaluation, selecting, retrieving and arranging materials.
 - Answering enquiries.
 - Making the archives accessible to a wide range of users.
 - Storing and preserving perishable documents

Intern - Castle Web, Gwarinpa, Abuja. June 2018 – March 2019

- Installation of about 13 Closed-Circuit Televisions(CCTV) in Abuja.
- Website designs of different organizations nationwide.
- Digital Marketing for various companies and government agencies.
- Map making for both software based applications and web based applications.

Trainer – Castle Web Youth Empowerment Scheme (CSYES) Jos. Oct. 2018 – Dec. 2018

Digital Marketer / Distributor – Zone 3 Neighborhood Market, Wuse III, Abuja. Aug. 2014 – Oct. 2015

- Developed digital campaigns to increase web traffic to our organization.
- Analyze sales and marketing by using strategic techniques and identifying the key sales needed.
- Responded to customer’s needs courteously, honestly and offers workarounds.
- Keep an Eye on trends by checking out leading marketing channels and social media.

Computer Operator – Obanyo Technical Company Limited, CBD, Abuja. July 2013 – Dec. 2015

- Provided data by using analytical skills to read and interpret raw data.
- Observed all equipment and troubleshoot any hardware and software error messages.
- Makes appropriate changes to documentations as needed and load papers into printers for output.
- Limitation and elimination data and access to preserved client confidence, updating of softwares,protect operations and keep information confidential.
- Contributed to overall team effort by being cooperative, reliable and working hard.

Digital Marketer – Petmeeyz_Closet, Abuja. 2018 – Date

COURSES / CERTIFICATES

- **Computer Science** at The Federal Polytechnic, Nasarawa. 2021
- **Motion Graphics** at Stellar Technologies and Media, Karu, Abuja. 2020
- **Networking Technology** at National Centre for Women Development, Abuja. 2018
- **Server Administration** at National Centre for Women Development, Abuja. 2018
- **Cybersecurity** at National Centre for Women Development, Abuja. 2018
- **Computer Science** at Nasarawa State Polytechnic, Lafia. 2017
- **Certificate of Participation (Information Technology Innovations for Economic Diversification)** at NACOSS Fed. Uni. of Uyo. 2016

COMPETENCIES

- Word Processing
- Data Analysis
- Archiving
- Digitization
- Sales and Marketing

REFERENCES

Available On Request