

# PEACE CHIOMA DIMGBA

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## PERSONAL INFORMATION

Address: 33, Warri

Date of birth: 1999

Nationality: Nigerian

Hobbies: I love writing, cooking, baking, cooking and learning new things

**LANGUAGES:** Fluent in: Pidgin, English and igbo

**PERSONAL PROFILE STATEMENT:** Adaptable, responsible and diligent in taking the priority of my work space/ superiors to heart and action. Seeking a position which will utilize the professional and technical skills developed through past work experience in the necessary field of work. Having a well-organized, customer-focused approach and zeal to see things through to completion.

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## SKILLS

- Virtual Assistant
- Social Media Management
- Content Writing
- Customer relations
- Copywriter
- Entrepreneur
- Cold Calling

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## WORK EXPERIENCE

- Sales attendant and Secretary at Best enterprises, Warri
- Virtual Assistant/Social Media Manager at Bliss Assurance Agency

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## EDUCATION

- Pre-Nursery education Sunshine international school, Warri, Delta State  
2001 – 2004
- Primary Education Word of Faith Group of Schools, Warri, Delta State



- 2004 – 2009
- Junior Secondary School Certificate  
Anglican Girls Grammar School, Warri, Delta State  
2009 – 2012
  - Senior School Certificate  
Victory group of school, Warri, Delta State  
2015 – 2017
  - Ordinary National Diploma (OND) Science and Laboratory Technology  
Delta State Polytechnic, Ozoro, Delta state  
2020 – 2022
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## REFERENCES

- Steven Okezie Dimgba,  
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