

Jessica MADUKWE

15, Al-Aleem Street, Owode Bus Stop, Langbasa, Ajah, Lagos State.

PROFILE

A highly driven goal-getter with passionate desire for administrative and customer service-related roles with a vision of promoting organization's objectives to drive sales and improve service experience for customers.

CONTACT

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EXPERTISE

- Administrative Management
- Microsoft Office
- Customer relations
- Communications Management

CORE SKILLS

- Marketing skills
- Effective communication
- Adaptability
- Excellent listening skill
- Creative writing

LANGUAGES

- English
- Igbo

EXPERIENCE

Osumenyi High School, Osumenyi Subject Teacher

Jan. 2020 – Nov. 2020

- Fostered learning opportunities that reflected key concepts from the lecture materials
- Prepared lesson notes and scheme of works in accordance with the appropriate curriculum
- Facilitated a conducive learning experience while promoting inclusive participation among the students

Urban Supermarket, Owerri Front Desk Officer

Jan. 2019 – May 2019

- Responsible for warm reception of customers and visitors
- Harnessed the necessary tools for record keeping and cash registry.

Outreach Children Specialist Hospital, Satellite Town, Lagos Laboratory Assistant

Mar. 2017 – Sep. 2017

- Collaborated with teams to facilitate adherence with laboratory rules and operation procedures
- Assisted in carrying out laboratory tests and record keeping of patients' data.

EDUCATION

Imo State University

B. Sc., Biochemistry

2018

Duntro High School

West African Senior School Certificate Examination

2012

INTERESTS

- Administrative roles
- Office Management
- Sales and Marketing
- Customer Relationship Management