

IGBUDU CHINENYE REBECCA

Address: 12, Sylvanus Igbudu Close, Camp Davis Road, Onikanga, Ayobo, Ipaja, Lagos

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Objective:

To work in an enabling environment that encourages the need to grow professionally and personally; to work effectively with the existing staff and promote the aims and objectives of the organisation.

Profile:

A proactive and hardworking individual with a passion of creativity that is willing to go the extra mile.

Bio data:

Date of Birth: November 7th, 1994
Sex: Female
Nationality: Nigerian
State of Origin: Enugu
L.G.A of Origin: Nkanu East
Marital Status: Single

Education and Qualification:

University of Lagos, Akoka, Yaba, Lagos MSc. Mass Communication [PR and Advertising]	(In View)
National Youth Service Corps Discharge Certificate	June 2015 - April 2016
Lagos State University, Ojo, Lagos BSc. Mass Communication [Second Class (Upper Division)]	2010 - 2014
Great Grace Private School, Ayobo, Ipaja, Lagos	2003 – 2009
West African Senior School Certificate, W.A.S.S.CE	2009
West African Junior School Certificate, W.A.S.S.CE	2006

Work Experience:

Operations Officer

Virtual Hub, 5, Isaac John, Ikeja, G.R.A, Lagos

February 2017- Till Date

- Ensure smooth day-to-day business operations
- Improve processes in support of organizational goals and maximize output.
- Assist in the development of strategic plans for operational activity. Implement and manage operational plans.

- Negotiate terms of contracts and payment details
- Manage Clients' on-boarding and off-boarding
- Manage day-to-day vendor issues like bill invoicing, pricing and contract amendments
- Prepare and control operational budgets. Control inventory. Plan effective strategies for the financial well being of the business.
- Plan monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Liaise with members of support service team- IT, Facility management, and Accounts to improve efficiency of services
- Manage customer support
- Plan and support sales and marketing activities.

Client Service Executive

Virtual Hub, 5, Isaac John, Ikeja, G.R.A, Lagos

April 2016- January 2017

- Deal with enquiries and follow-up for enquiries from clients and prospects
- Handle clients' needs to improve customer satisfaction
- Develop and publish social media content weekly to drive brand(service) presence
- Analyse prospect enquiries, and service requests to identify trends
- Participate in business development sessions
- Maintain clients' records by updating current information
- Design sales offers to suit prospects' needs
- Manage Public Relations' sites to increase business presence and generate business
- Carry out business projections for forthcoming business year

Classroom Teacher (NYSC)

Community Secondary School, Eniwari, Southern Ijaw, Bayelsa State June 2015-April 2016

- Taught English Language and Literature-In-English for Junior and Senior Secondary School Classes
- Collaborated with teachers on course materials and grading policies.
- Wrote weekly quizzes, graded quizzes and exams, kept record of the scores.
- Prepared and graded solutions.
- Conducted off-hours sessions to help students understand and solve homework problems

Strategy and Planning Trainee (Intern)

So&U, Opebi, Ikeja, Lagos

October –December 2013

- Handled all office correspondences- inflow and outflow of documents, screening, and handling phone calls when required, providing agency support services such as typing, and

printing of documents, photocopying of documents, booking flights, and running intra-office errands..

- Participated in brain-storming and strategy sessions for brands like EXXONMOBIL, Guinness [DIAEGO], Southern Sun Hotel and Ikeja Electrical Distribution Company
- Prepared monthly competitive report on client specific market niche- Banks and Telecoms
- Carried out specific projects and in-house and on-net research
- Provided general assistance during presentations

Classroom teacher

Bright Tutorial Centre, Ayobo, Lagos

July-December 2013

General Certificate Examination [GCE] Literature-in-English tutor

Communications Intern

So&U, Opebi, Ikeja, Lagos

September-December 2012

- Performed customer service as well as media monitoring and intelligence
- Scripted radio and full-page press copies for brands like Harp (Rhythm Unplugged)
- Participated in strategy brainstorming sessions as well as idea development
- Carried out competitive market analysis

Publication:

- Final Year Project (2014): 'Consumer Perception of Young Adult Marketing Communications of Telecommunication Brands '

Skills and Abilities:

- Excellent working knowledge of all Microsoft Office packages.
- Great oral and written communication skills
- Smart learner with good leadership tendencies
- Fast paced with the ability to multi-task efficiently
- Ability to produce consistently accurate work even whilst under pressure

Other Activities:

- 2015: Writer for nenyesage.blogspot.com
- 2015: Feature Writer for doitgja.com
- 2012 -2013: Feature Editor for the publication of **LASU GONG NEWSPAPER**

Awards:

- Team Player of the Year, Fusion Group(Virtual hub), Ikeja G.R.A, Lagos {December, 2016}

- Overall Best Graduating Student in the Department of Public Relations and Advertising {2013/2014 set} of the Lagos State University's School of Communication
- Most Resourceful Student {2013/2014 set} of the Lagos State University's School of Communication
- Overall Best Graduating student of the Lagos State University's School of Communication{2013/2014 set}

Interests:

Reading, writing [poems, short stories and other forms of literature], blogging, public speaking, volunteering {Member of ACTIVISTA Nigeria}and listening to music

Referees:

Available upon request