

UGWULEBO FAITH CHIOMA

CAREER OBJECTIVE

A passionate, versatile, dedicated, effective and confident individual who is also a self-starter with the dedication and motivation required to succeed in any position. Possessing an in-depth knowledge of food science and technology, administrative management and a proven track record of providing business support. Easy going by nature and able to get along with work colleagues. Seeking an engaging position in a company where hard work and success is rewarded.

EXPERIENCE

TEACHER


Queen Amina College Kakuri, Kaduna State. / 2015 - 2016


- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- Provide individualized instruction to each student by promoting interactive learning.
- Create and distribute educational content (notes, summaries, assignments etc.).
- Assess and record students' progress and provide grades and feedback.
- Maintain a tidy and orderly classroom.
- Collaborate with other teachers, parents and stakeholders and participate in regular meetings.
- Plan and execute educational in-class and outdoor activities and events.


INDUSTRIAL TRAINING

Onward Global Ventures / 2013.

- Assisted in Sterilization and weighing of raw materials for yoghurt production.
- Assisted microbiologist to conduct tests to dictate the presence of microbes in packaged water
- Worked at various departments ranging from preparation, production and packaging department.
- Perform laboratory tests including pre- and post-analytic phases.
- Prepare samples/specimens.
- Produce accurate and reliable data and interpret results.
- Follow methodologies in carrying routine tasks.
- Research relevant topics and gather information/data.
- Adhere to correct procedures, policies and health/safety guidelines.
- Keep abreast of all industry developments and best practices.
- Provide administrative assistance.

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 Behind INEC Headquarters,
David Mark Road, Tunga,
Minna, Niger State.

PERSONAL DATA

Date of Birth: 9th Feb. 1990

State of Origin: Imo State

Nationality: Nigerian

Gender: Female

Marital Status: Single

EDUCATION

MSc Food Science and Technology (In View).

University of Nigeria,
Nsukka, Enugu State.

2019

BSc Food Science and Technology.

University of Mkar, Mkar,
Benue State.

2014.

West African School Leaving Certificate.

Himma International Schools,
Minna, Niger State.

2005.

First School

Leaving Certificate.

Brighter Schools,
Minna, Niger State.

1996 - 2005.

REFEREES

Mr. Okorie Innocent Amokay.

C.E.O

Yardstick Associate Limited,

No 1 Kuta Road, Minna Niger State,

08038254228, 08024771311

Dr Paul Anyanwu.

Senior Lecturer,

Federal Polytechnic Bida,

Niger State.

08036276759.

CERTIFICATES

NYSC Discharge Certificate

2016.

**Member Nigeria institute
of Food science and
technology**

**Proficiency Certificate with
the Nigeria Institute of
Health Safety Security and
Environment**

SOFT SKILLS

Attention to detail and
accuracy

Excellent analytical,
influencing skills

Information gathering and
analyzing

Thorough understanding of
office management
procedures

Excellent organizational
and time management
skills.

Excellent written and verbal
communication skills.

Customer relationship
management skills.

Excellent diplomacy and
negotiation skills.

Result oriented.

Ability to prepare and
maintain accurate record.

Proficient with MS Word.

Focused, determined,
diligent and self-motivated.

In-dept knowledge food
science and technology.