

# GRACE UJU OKOLO

School of Nursing, Gyadi-gyadi, Court road, Tarauni, Kano State, Nigeria  
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## PERSONAL DATA

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- Gender: Female
- Marital Status: Single
- Date of Birth: Oct. 22,1997
- State of Origin: Enugu
- Nationality: Nigerian

## CAREER OBJECTIVE

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To work in an Organization where I can utilize my skills and give quality service.

## WORK EXPERIENCE

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2019-2020 TEACHER, SCHOOL OF NURSING, TARAUNI, KANO STATE

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- Taught students on some topics of the school curriculum.
- Managed Class of over 50 students.
- Carried out daily evaluation of students through class and home assignments.
- Achieved 20% increase in overall class performance in Anatomy

2020 PRESIDING OFFICER FOR HOUSE OF REPRESENTATIVES  
ELECTION, TARAUNI, KANO STATE

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- Oversaw that the election was transparent and fair
- Made sure all materials was in order and available at the right time
- Ensure maximum level of professionalism and team effort among team members.

- As a P.O, i was tasked with the responsibility of counting, sorting and announcing result, which I did with accuracy.

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## **EDUCATION**

2015-2018 Ebonyi State University, Abakaliki, Ebonyi State, B.Sc Anatomy

2011-2014 Prelude Comprehensive College, Kujama, Kaduna, WAEC and NECO

2008 Christ Apostolic Church School, Kakuri, Kaduna, First School  
Leaving Certificate Examination

## **ADDITIONAL CERTIFICATION/AFFILIATIONS**

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March 2020 Certification in Health Safety and Environmental  
Management (2020)

March 2020 Certification in Customer care services (2020)

March 2020 Certification in Catering services (2020)

Oct. 2020 National Youth Service Corps (NYSC), Tarauni L.G.A Kano  
State 2019/2020

## **SKILLS AND INTERESTS**

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- Languages: English (Fluent), Igbo (Native), Hausa (Average)
  - Interests: Reading, Research, Counselling, Technology, Public Relation.
  - Software: Microsoft Packages (Word, Excel, PowerPoint)
  - Skills: Inter-personal Skills, Analytical, conflict resolution, Effective Communication.

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## **REFERENCES**

Upon request.