**ENYINNAYA NWIGWE**

C10/11 Melita Plaza, Gimbiya Street Area 11

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**WORK EXPERIENCE**

Freelance Igbo language translation services [2015-Present]

* English to Igbo, Igbo to English translation, transcription and voice-over artist.
* Quality control for English to Igbo translation and voice over services.
* Past clients include Pathfinder International, private individuals and other NGOs

Head of Unit, Property & Facilities[2011-Present]

RhemArc Associates Ltd, Suite C5 Sysak Plaza, 5213 Road, Gwarinpa, Abuja

* I develop new business and pursue leads
* I negotiate contracts, purchase/rental terms between the clients and any buyers or tenants
* I maintain structuralparts of clients properties
* Supervise draftsmen, workmen/service providers (plumbers, electricians, carpenters)

Regional Head, Facilities Management, Abuja Region [2008-2011]

Fidelity Bank Plc, Plot 267 Tafawa Balewa Way, Central Business District Garki, Abuja

* Overseeingusage and maintenance of the banks facilities and fleet across six (6) states; FCT, Plateau, Bauchi, Kogi, Nassarawa and Gombe.

**Project Monitoring & Facilities Officer [2002–2008]**

Skye Bank Plc, Plot 1949 Dalaba Street, Off Michael Opara Street, Wuse Zone 5, Abuja

**EDUCATION & CERTIFICATION**

* Facility Management Professional (2010)

International Facility Management Association - IFMA

* BSc Architecture (1997 -2001)

University of Nigeria, Enugu Campus, Enugu, Nigeria

* West African Examination Council O’Level Exams (1988–1993)

Government Secondary School, Owerri, Imo State

**COMPETENCIES & WORK TOOLS**

* I am competent in the use of Microsoft word and utilize web and system based translation tools.