

EZENWABEKE, STELLA CHIDIEBERE.

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BIODATA:

SEX: FEMALE.
MARITAL STATUS: SINGLE.
STATE OF ORIGIN: ABIA.
LOCAL GOVERNMENT: ISIALA NGWA NORTH.
NATIONALITY: NIGERIAN.

PROFILE SUMMARY:

One could sell themselves with words and still not meet up to said expectations. I honestly wish to work and offer my services in your organization, and together, we shall grow.

WORK EXPERIENCE:

LooseMedia, Lagos, Nigeria.

2021

Igbo Translator/Igbo Transcriber (Remote):

- Translated an entire e-commerce site into the *Igbo Language*.
- Met with company's deadline in a timely manner and fashion.
- Assisted Programmers and Developers by rendering services such as translations and transcriptions of English to *Igbo*, both verbatim and translation-to-meaning.
- Performed many transcriptions of both Audio and Video files into the *Igbo* language.

Judiciary Staff Clinic, Uyo, Nigeria. (NYSC)

2019 – 2020

Pharmacy/Laboratory Technician:

- Performed laboratory experiments, complex diagnostic tests, collected and interpreted data.
- Maintained accurate records, updated databases, and verified performance documentation of other technicians.
- Assisted in microbiological, chemical, and pharmaceutical purity testing of raw materials in processed and finished products.
- Conducted basic secretarial duties including, but not limited to, data entry, report print outs, and faxing.

iConnect, Choba, Nigeria.

2018 – 2019

Business Development Manager:

- Worked independently, and on a team to solve problems and complete tasks.
- Received and handled constructive criticism and turned it into an opportunity to grow and improve.
- Provided technical support across the organization, both in person and over-the-phone.
- Developed and implemented new marketing and sales plans that raked in massive profits.
- Ensured new clients grew into loyal clients by implementing many mouth-watering loyalty plans.
- Successfully managed budgets, and finished up projects right on schedule.

Microbiology Laboratory, UNIPORT.

2017 – 2018

Laboratory Technician:

- Performed all required duties of Microbiology Laboratory, including but not limited to setting up bacterial cultures and necessary sensitivities.
- Conducted general and pathogenic microbiology assays for finished products, ingredients, and pathogen environmental monitoring programs.
- Maintained accurate records of all samples by documenting details and filing physical and electronic data packages.

Masterpiece International School, Omoku, Rivers.

2012 – 2013

Teacher:

- Assisted students, overhaul their educational, vocational, and social problems.
- Fostered a classroom environment conducive for learning and promoting higher order thinking and discourse in the classroom.
- Coordinated classroom activities including examinations, practical, attendance, assessment, and planning.
- Educated the pupils about the Igbo culture in the manner that was understandable to them.
- Made the Igbo culture fun by organizing dramas, dance dramas, debates, and excursions and other engaging methods to the pupils.

EDUCATIONAL QUALIFICATIONS:

- **National Youth Service Corps (NYSC)** **2019 – 2020**
Uyo, Nigeria.
- **University of Port Harcourt, Choba, Nigeria (B.Sc.)** **2014 - 2019**
Microbiology.
Project: Effect of Heavy Metals on Microbial Growth Dynamics.
- **Federal Girls Government College, Umuahia, Abia.** **2011 – 2014**
SSCE/WAEC.
- **Nekon International School, Umuahia, Abia.** **2008 – 2011**

PROFESSIONAL SKILLS:

- Humour (sometimes, the office atmosphere might just need it).
- Strong problem solving, time management and organizational skills. Demonstrated the ability to multitask and consistently meet deadlines.
- Strong mechanical skills, independent problem solving, and strong attention to detail.
- Excellent listening and questioning skills, combined with the ability to interact confidently with clients to establish problems and proffer solutions.

TECHNICAL SKILLS:

- **MS Office:** Word, Excel, PowerPoint.
- **Writing:** Technical Writing, Content and Copy Writing, Ghostwriting, Scientific writing.
- **Phone Skills:** Voicemail, Forwarding, Hold, Recording, Call conferencing.
- **Troubleshooting:** Assessment, system knowledge, analytical skills, calm mindset, problem-solving, collaboration and effective communication.
- **Planning:** Analysis, brainstorming, decision-making, forecasting, logistics, research assessment.
- **Project Management Skills:** Task management, prioritization, delegation, task separation, scheduling, risk management.

HOBBIES

- Listening and experimenting to different music genres.
- Reading and watching Biological Shows/Publications.
- Video Games.
- Travelling.

LANGUAGES

- Expert Proficiency and a Native speaker in **Igbo Language.**
- High Proficiency in **English (Oral and Writing).**

****REFEREES ARE AVAILABLE UPON REQUEST****