

# SUSAN CHETACHUKWU GARUBA

No. 14, Abiodun Street, Lagos State.

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## PROFILE

Motivated and passionate student with the intention of gaining admission into your renowned University. Hard working and driven, with goals of flourishing in your Respected Educational Leadership and Management program. Bring forth a strong academic background with a CGPA of 6.0. Committed to working hard and serving my school, peers and community.

## PERSONAL DATA

Gender	Female
Marital status	Married
Religion	Christian
Nationality	Nigerian
Date of Birth	13 <sup>th</sup> April 1994

## EMPLOYMENT HISTORY

**ORGANIZATION:**     **Makeup Industry, Unilag, Lagos**

**Period:**                 January 2022 - till date

### Responsibilities:

- Communicate with client to understand their needs and want
- Excellent knowledge of make-up product, techniques and technologies.
- Superior attention to details.
- Deep understanding of health and safety rules.
- Exceptional communications and interpersonal skills.

**ORGANIZATION:**     **Life Edge Radio, Yaba, Lagos State**

**Period:**                 November 2020 - December 2021

**Position:**                 **Manager/OAP**

### Responsibilities:

- Interacting with guests and other staff members to ensure that all aspects of production are handle smoothly.
- Providing information about current events or activities happening in the community.
- Supporting problems resolution and decision making.
- Conducting timely performance and evaluation.

**ORGANIZATION:**     **NYSC / Nasarawa State University, Keffi.**

**Period:**                 July 2018 – June 2019

**Position:**                 **Assistant Secretary Council Affairs Division**

### Responsibilities:

- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Prepare and disseminate correspondence, memos and forms.
- Develop and maintain a filing system.
- Check frequently the levels of office supplies and place appropriate orders.

**ORGANIZATION: Teaching Practice**

- Mount Carmel Girls Secondary School, Ikare, Ondo State. 2014 - 2015
- St. Augustine College, Kabba, Kogi State 2015 - 2016
- Our Lady Secondary School, Anyigba, Kogi State 2016 - 2017

**Position: English Teacher**

**Responsibilities:**

- Teaching English Language to Senior Students.
- Setting and marking of examination questions.
- Participating in other School activities to the growth of the School.

**ORGANIZATION: Destiny Computer Institutes Okpella, Edo State.**

**Period:** August 2011 – December 2011

**Position: Industrial Training**

**Responsibilities:**

- Learning of computer soft wares
- Learning how to do repairs on hard wares
- Rendering services to customers (printing, photocopies, typing etc.)

**EDUCATIONAL QUALIFICATION**

<b>2018</b>	Nigeria Institute of Management (Chattered)
<b>2017</b>	University of Ibadan, Ibadan, Nigeria Department of Educational Management <b>B.Ed Educational Management/ English Language</b> <b>First Class honors</b>
<b>2013</b>	Federal College of Education Okene, Kogi State. Department of Business Education <b>N.C.E. Business Education (Accounting)</b>
<b>2010</b>	Model Comprehensive Secondary School Isuofia, Anambra State. <b>WASSCE</b>
<b>2004</b>	National Primary School, Ajalli, Anambra State. <b>First School Leaving Certificate</b>

**PERSONAL SKILLS**

- Self-drive and ability to work under pressure.
- Effective and efficient service delivery within a given time.
- Good communication and leadership skills with selfless commitment.
- Good leaning speed and adequate planning skills.
- Positive team playing skill with ability to work under little or no supervision.

## **TECHNICAL SKILLS**

- Proficient in Microsoft application (MS Word and Excel) Internet research.
- Professionalism / Time Management.
- Adaptability.
- Able to work in a dynamic environment.
- Attention to details and accuracy.
- Analysis and interpretation of data.

## **HOBBIES**

Reading, Researching and Sports.

## **REFERENCES**

**Mr. Chukwudi Umejiaku**

Principal Lecturer

Federal College of Education, Okene, Kogi State

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