

JANE BASSEY

Abuja, Nigeria

Telephone: (+234) 8114310383, Email: janebassey602@gmail.com

EDUCATION

Dorben Polythenic, Bwari

Programme: Higher National Diploma

Sept 2014 – August 2016

Course of study: Computer Science

Government Secondary School, Uke

West African Secondary School Certificate (W.A.S.S.C.E) 2006 – 2008

PROJECT/RESEARCH PAPER

- Importance of Computer Science in the Banking Sector Aug 2016

WORK EXPERIENCE

NOI Polls Nov 2020 – Feb 2021

INTERN

- Research works
- Communicated with the general public about viral subjects

HAREEM ISTANBUL

- Communicate with the public about various perfumes and other products
- Sales representative
- Stock count

Justice Chinwuba Secondary School, Onitsha, Anambra State July 2018 – June 2019

NYSC

- Taught Computer Science
- Supervised classrooms

National Agency of Science and Engineering Infrastructure (NASENI) Sept 2012 – Sept 2013

IT

- Classified and monitored office supplies
- Catalogued files and ensured proper navigation through documents
- Supervised/managed logistics and administrative activities of the firm
- Executed other administrative duties as necessary

SKILLS AND INTERESTS

- Fluent in English
- Proficient in Microsoft Word package and Excel
- Excellent Communication and Interpersonal skills
- Singing, Reading and Travelling