

AMECHI PRECIOUS ONYINYECHI

ADMINISTRATIVE PROFESSIONAL | EVENT PLANNER

CONTACT

08112316119

princessgift653@gmail.com

Lagos, Nigeria

LANGUAGES

- English
- Pidgin

CORE SKILLS

- Administrative Support
- Scheduling and Coordination
- Documentation and Correspondence
- Communication and Stakeholder Management
- Time Management and Organization
- Confidentiality and Discretion
- Computer Literacy
- Microsoft Office
- Multitasking and Prioritization
- Problem Solving and Attention to details
- Business Management

PERSONAL STRENGTHS

- Excellent written and verbal communication
- Highly organized and dependable
- Professional and discreet
- Proactive and detail-oriented
- Quick learner and adaptable
- Able to multitask and prioritize
- Good judgment and problem-solving ability
- Ability to work independently with minimal supervision

PROFESSIONAL PROFILE

Organized and proactive Law graduate with experience in legal practice, administration, business management and event coordinator. Skilled in communication, documentation, scheduling, coordinator and stakeholder management. Detail-oriented, discreet and able to manage multiple responsibilities effectively with minimal supervision.

WORK EXPERIENCE

PERSONAL ASSISTANT TO THE PRINCIPAL

Soulex Solicitors and Realtors - Anambra State

2025 - 2026

- Provided administrative support, professional communication, scheduling, and coordination.
- Assisted with client relations and day-to-day office organization.

UNDERGRADUATE INTERN

Ejiga and Ejiga Chambers - Benin City, Edo State

2020

- Supported routine office and administrative activities in a professional legal environment.
- Organization of files and records

EVENT PLANNER & DECORATOR

Yechi Events N' More - Edo State

2023 - Present(Personal brand)

- Plan and coordinate events, including setup, decoration, logistics, and on-site activities.
- Support clients and vendors to help ensure smooth and well-organized event delivery.

SECRETARY/MANAGER

All Choice Bakery-Benin City, Edo state

2019

- Record keeping and documentation of daily production and sales
- Administrative support and daily operation management
- Customer communication

MANAGER

Bleamch Ventures-Edo State

2023-2025

- Business and administrative management
- Customer relations
- Daily operations and coordination
- Task and staff supervision

EDUCATION

CHUKWUEMEKA ODUMEGWU OJUKWU UNIVERSITY

University Education | 2018 - 2023

Bachelor in Law (LL.B)

NATIONAL EXAMINATIONS COUNCIL (NECO)

Senior Secondary School Certificate

ADDITIONAL CAPABILITIES

- Effective teamwork and independent work
- Clear written and verbal communication
- Strong organization and time management
- Professional conduct and confidentiality