

OKORAFOR CHIGOZIE EMMANUELLAJAYNE

Abuja, Nigeria | 09136209193 | okoraforchigozie541@gmail.com

PROFESSIONAL SUMMARY

Motivated and adaptable Mass Communication student with practical experience in public relations, radio broadcasting, customer service, content writing, and entrepreneurship. Experienced in conducting vox pop interviews, participating in radio broadcasting, supporting public relations activities, producing communication materials, handling customer transactions, and creating written and digital content. Strong written and verbal communication skills with a demonstrated ability to learn quickly, work independently, and adapt effectively to different professional environments.

WORKING EXPERIENCE

Public Relations Intern | Federal Ministry of Information and National Orientation [July 2025 - October 2025]

- Supported public relations and communication activities within the PRPD unit.
- Participated in developing jingles and communication materials for the Ministry.
- Attended press conferences and gained practical exposure to media and public relations operations.
- Assisted with preparing and processing official memos and departmental documentation.
- Gained practical experience in government public relations, media relations, and strategic communication.
- Collaborated with departmental staff to support communication and administrative activities.

Radio / Media Intern | Kapital FM [July 2024 -October 2024]

- Conducted vox pop interviews and gathered opinions from members of the public on various topics.
- Participated in a live radio broadcast after receiving practical training in radio presentation.
- Gained hands-on knowledge of radio broadcasting, programming, and station operations.
- Developed practical skills in radio presentation, audience engagement, and broadcast communication.
- Learned about the processes involved in producing and delivering radio content.

Cashier / Customer Service Assistant | Cuteman Pharmacy and Stores [July 2022 -October 2022]

- Handled customer transactions and cash payments accurately and responsibly.
- Assisted customers with purchases and maintained positive customer relationships.
- Provided customer service and responded professionally to customer needs and enquiries.
- Developed practical experience in cash management, communication, and attention to detail.
- Worked effectively as part of a team in a busy retail environment.

Freelance Ghostwriter | Freelance [2022 – 2025]

- Produced written content for clients based on their specific requirements and instructions.
- Adapted writing style, tone, and content to meet different client needs.
- Conducted research and produced clear, engaging, and well-structured written work.
- Managed assignments independently and worked within agreed deadlines.

- Maintained professionalism and confidentiality when working on ghostwriting projects.

EDUCATION

Bachelor of Science (B.Sc.) in Mass Communication | Veritas University, Abuja **[in-view Nov. 2026]**

WASSCE | Ave maria College | Secondary School Leaving Certificate **[2022]**

FSLC | Wesley Primary School | Primary School Leaving Certificate **[2016]**

TECHNICAL SKILLS

- Public Relations
- Microsoft Word Customer Service
- Radio Broadcasting
- Microsoft Excel
- Cash Handling
- Vox Pop Interviews
- Canva
- Customer Relationship Mgmt.
- Content Writing
- CapCut Research
- Ghostwriting
- Basic Video Editing
- Teamwork
- Writing & Editing
- Basic Graphic Design
- Time Management
- Verbal & Written Communication
- Digital Content Creation
- Attention to Detail
- Media Relations
- Adaptability & Problem Solving