

EZEJI CHINONSO PRUDENTIA

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PROFESSIONAL SUMMARY

A highly motivated and adaptable graduate of English and Literary Studies, recent Corper (2026), with strong experience in customer service, sales support, administration, digital communication, and content management. Skilled in handling client relationships, resolving customer issues, managing records, and delivering excellent service in fast-paced environments.

Possesses strong analytical thinking, communication, and organizational skills with the ability to learn quickly and adapt to new systems. Proficient in Microsoft Office tools and digital platforms, with additional experience in social media management and AI-assisted productivity tools. Seeking an opportunity in a structured organization to contribute to service excellence, operational efficiency, and customer satisfaction.

CORE SKILLS

- Customer Service & Relationship Management
- Communication & Interpersonal Skills
- Sales Support & Client Engagement
- Administrative Support & Record Keeping
- Problem Solving & Attention to Detail
- Digital Literacy (Microsoft Word, PowerPoint)
- Social Media & Digital Communication

- Research, Reporting & Documentation
- Time Management & Team Collaboration
- Adaptability & Fast Learning Ability

PROFESSIONAL EXPERIENCE

Media Trainee (NYSC PPA)

Shola Animashaun Photography Academy, Lagos | 2025

- Supported digital content creation and visual storytelling for brand campaigns.
- Applied AI tools and digital media skills to improve content production efficiency.
- Assisted in video production and social media content development for promotional use.

Social Media Content Creator & Manager

KQueens Beauty Care, Lagos | 2024 – 2025

- Managed daily content creation and publishing across Instagram, Facebook, and TikTok.
- Developed engaging captions and maintained consistent brand communication.
- Monitored performance metrics and optimized content strategies for improved reach and engagement.
- Utilized digital tools and AI platforms to enhance content efficiency and productivity.

Media Intern (Photography & Content)

Photo Affairs, Benin City | 2020

- Assisted in photography, editing, and post-production using Adobe Photoshop.
 - Supported media team in delivering high-quality visual content for events.
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Secretary / Customer Support Officer

MCBOE Limited | 2019 – 2020

- Handled customer inquiries and supported sales of internet devices and connectivity services.
 - Maintained accurate customer records and ensured proper documentation.
 - Assisted clients in product selection and service activation, improving customer satisfaction.
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Administrative Officer

Goddark Practiko Limited | 2017 – 2019

- Managed client communication, scheduling, and office documentation.
 - Organized records and supported daily administrative operations.
 - Ensured timely response to inquiries and maintained professional client relations.
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Sales Representative

Enemaya | 2015 – 2017

- Assisted customers in selecting fashion and lifestyle products.
- Managed daily sales transactions and maintained accurate sales records.

- Built strong customer relationships leading to repeat patronage and improved sales performance.

Teacher (English Language)

Favor Foundation International School | 2014

- Taught primary school English language and supported classroom learning activities.

EDUCATION

B.A. English and Literary Studies

University of Benin, Edo State - 2023

LEADERSHIP EXPERIENCE

- NYSC Media & Content Team Lead (Camp)
- Editorial CDS Member – Assisted in reporting and media activities
- Publicity CDS Member – Supported communication and documentation tasks
- Church Media Volunteer – Christ Embassy Ugbowo, Benin, Edo state.

CERTIFICATIONS

- Computer Professionals Registration Council of Nigeria (CPN) – Digital Marketing Level 3
- Kudimata Financial Education (NYSC)
- Entrepreneurial & Career Development Certificate – Up-Solutions Resources Int'l

PROJECTS & PORTFOLIO

- Personal portfolio showcasing photography and digital media projects

- Managed brand-focused social media campaigns for beauty and lifestyle clients

Portfolio: <https://sites.google.com/view/prudentiaz-concept/home>

ADDITIONAL INFORMATION

- **Languages:** English (Fluent), Yoruba (Basic), Igbo (Native)
- **Interests:** Travelling, reading, Customer Service, Digital Media, Communication, Research, AI Tools

REFERENCES

Available upon request
