

IKEH CHIMOBIPETER

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PROFESSIONAL SUMMARY

A recent Mass Communication graduate, with a solid foundation in Media. Proficient in content writing, public relations, digital media, and customer communication. Holds IPCET HSE Level 1-3 and Human Resource Management Certification. Known for strong work ethics, detailed oriented and safety conscious. I am seeking a role which allows me to continue learning and perfecting my skills as I provide high quality work.

PROFESSIONAL EXPERIENCE

Radio Nigeria Progress 100.5 FM

New Media Team Intern

6-Month Industrial Training

Ado-Ekiti, Ekiti State, Nigeria

- Served as part of the New Media team responsible for managing and growing the station's online presence across digital platforms.
- Handled the station's social media accounts — creating, scheduling, and publishing content to engage audiences and drive reach.
- Posted news updates and station announcements on the official website and social media platforms in a timely and accurate manner.
- Designed greeting cards for birthdays and anniversaries, as well as promotional flyers and event materials for key station activities.
- Gained practical experience in digital communications, content creation, and broadcast media operations within a live radio environment.

Community Senior Secondary School Ogale (NYSC)

Corps Member / Communication Assistant (Front Desk Support)

April 2025 – March 2026

Rivers State, Nigeria

- Managed front desk operations, greeting visitors, handling inbound calls, and scheduling appointments for 50+ daily clients, ensuring smooth and professional office workflow.
- Supported teaching staff by preparing communication materials, lesson resources, and visual aids using MS Word and graphic design tools.
- Conducted onboarding documentation and delivered workplace safety briefings in compliance with HSE Level 1–3 protocols.
- Designed promotional materials and departmental reports using graphic design software, improving the quality of school communications.
- Facilitated training sessions on communication skills for new staff and volunteers, demonstrating confidence in instruction and public engagement.
- Ensured workplace safety compliance and maintained accurate administrative and student records throughout the service year.

EDUCATION

Federal University Oye-Ekiti, Ekiti State, Nigeria

Bachelor of Science (B.Sc.) in Mass Communication

2017 – 2025

Oye-Ekiti, Nigeria

Classification: Second Class Upper Division (2:1)

Relevant Coursework: News Editing, Public Relations, Media Ethics, Communication Theories

TRAININGS & CERTIFICATIONS

Institution of Professional Certification and Educational Training (IPCET)

- Health, Safety and Environment (HSE) Levels 1–3 — January 2026
- Project Management Certification — January 2026
- National Youth Service Corps (NYSC) Discharge Certificate — March 2026

SKILLS & CORE COMPETENCIES

Technical: Front desk and office administration | Lesson planning and delivery | Graphic design | Social media management | Digital content creation | MS Word (Advanced) | HSE compliance | HR documentation

Software: Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Adobe graphic design tools

Soft Skills: Communication | Customer Service | Team Collaboration | Multitasking | Organizational Management | Adaptability

ADDITIONAL INFORMATION

Languages: English (Fluent), Igbo / Nigerian Pidgin (Proficient)

Interests: Community outreach, digital media, workplace safety advocacy

REFEREES

Available on request