

CHIOMA REBECCA UCHA

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PROFESSIONAL SUMMARY

A recent Graduate from the University of Lagos (UNILAG) who has completed the National Youth Service Corps (NYSC). Skilled at building positive relationships with students, colleagues, and customers, with hands-on classroom and customer-facing experience. Hardworking, adaptable, and a fast learner, committed to creating safe, engaging environments and open to opportunities in education, administration, and customer-facing roles.

WORK EXPERIENCE

Sales & Customer Representative | Pechy Ventures *Sept 2015 – Jul 2018*

- Identified and developed new business opportunities to grow client base and revenue
- Built and maintained cordial relationships with customers and clients to encourage repeat business
- Monitored market trends to stay informed on customer needs and competitor activity
- Provided excellent customer service, addressing concerns and resolving issues promptly
- Maintained accurate records of sales activities and transactions
- Continuously updated product knowledge to advise customers effectively

EDUCATION

B.Sc (Ed), Biology Education | University of Lagos (UNILAG), Akoka, Lagos *Nov 2018 – Aug 2024*

NATIONAL YOUTH SERVICE CORPS (NYSC)

Successfully completed the mandatory National Youth Service Corps programme. *Sept 2025 – Sept 2026*

CERTIFICATIONS & TRAINING

Jobberman Soft-Skills Training — Jobberman Nigeria,
in partnership with Mastercard Foundation Young Africa Works *Feb 2022*

SKILLS

- Excellent verbal and written communication
- Active listening and problem-solving
- Customer service and relationship management
- Customer support
- Classroom management and lesson planning
- Team collaboration and adaptability
- Conflict resolution
- Organisational and record-keeping skills
- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Gmail, Calendar)
- Volunteering

REFERENCES: Available upon request.