

EHIABHILYSON JESSICA CHIDERA

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PROFESSIONAL SUMMARY

A motivated and responsible graduate of Art and Industrial Design with experience in front-desk reception and administrative/financial support. Possesses good communication, organizational, customer-service, and interpersonal skills, with the ability to work effectively both independently and as part of a team. Eager to contribute positively to a professional organization while developing new skills and gaining valuable experience.

EDUCATION

Auchi Polytechnic, Auchi, Edo State

Art and Industrial Design | **Graduated: July 30, 2026**

St. Margaret Comprehensive College, Agboju, Amuwo-Odofin, Lagos State

2010 – 2016

WORK EXPERIENCE

Receptionist — El DejaVu Hotel

2022 – 2023

- Welcomed and attended to guests in a friendly and professional manner.
- Managed front-desk activities and responded to guest enquiries.
- Assisted with check-in and check-out procedures.
- Handled telephone calls and provided relevant information to guests.
- Maintained a professional and organized reception area.
- Assisted with general administrative duties when required.

Secretary — Good Tidings Global Empowerment

2023 – 2024

- Handled general administrative and secretarial duties.
- Assisted with financial records and monitored financial activities.
- Maintained and organized documents and records.
- Communicated with clients and members when necessary.
- Supported the smooth day-to-day running of the organization.
- Handled information responsibly and maintained confidentiality.

KEY SKILLS

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| • Microsoft Word (Basic Proficiency) | • Communication and interpersonal skills |
| • Customer service | • Administrative support |
| • Financial record keeping | • Organization and time management |
| • Teamwork and collaboration | • Creativity and visual presentation |
| • Attention to detail | • Problem-solving |
| • Ability to learn quickly | |

REFERENCES

Available upon request.