

CURRICULUM VITAE

Ibeh Onyinyechi Perpetual

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PROFESSIONAL PROFILE

Motivated and detail-oriented Computer Science Education student with practical skills in computer operations, Microsoft Office, graphic design, programming, teaching, administration and document organization. Experienced in a primary-school learning environment and in introducing learners to basic computer and programming concepts. Strong communication, organization, teamwork and problem-solving abilities.

CAREER OBJECTIVE

To obtain a challenging position in a reputable organization where I can apply my knowledge of computer science, education, administration, document management and technology while developing professionally and contributing to organizational success.

EDUCATIONAL QUALIFICATIONS

Institution	Qualification	Year
Chukwuemeka Odumegwu Ojukwu University, Anambra State	Computer Science Education	Expected 2026
Command Day Secondary School, Oshodi, Lagos	Secondary Education / SSCE	—

WORK EXPERIENCE

Primary School Teacher / ICT & Programming Instructor

Bright Future Primary School, Abuja, Nigeria

- Prepared and delivered lessons appropriate for primary-school learners.
- Introduced pupils to basic computer operations and digital literacy.
- Taught introductory programming and coding concepts through practical activities.
- Maintained an organized and engaging classroom environment.
- Prepared exercises and assessed pupils' understanding.
- Encouraged interest in technology and STEM activities.

Administrative / Document Management Experience

- Organized and maintained physical and electronic documents.
- Entered and updated information accurately using computer applications.
- Maintained organized records and assisted with document retrieval.
- Used Microsoft Word, Excel and PowerPoint for office documentation.
- Assisted with organizing, tracking and maintaining company documentation.
- Handled documents and information responsibly and professionally.

PROFESSIONAL SKILLS

Skill	Competencies
Computer Skills	Computer operations, internet usage, file management
Microsoft Office	Word, Excel, PowerPoint
Programming	Basic programming, Scratch, Python, coding instruction
Graphic Design	Flyer and basic promotional design
Document Control	Filing, record keeping, document organization, data entry
Teaching	Lesson planning, classroom management, learner assessment
Administration	Organization, reporting and office support

CERTIFICATIONS & TRAINING

- Certificate in Graphic Design
- Certificate in Microsoft Office

KEY STRENGTHS

Strong attention to detail • Organization and filing • Quick learning • Communication • Teamwork • Classroom management • Creativity • Reliability • Problem solving • Continuous learning

AREAS OF INTEREST

Document Control • Records Management • Administration • Information Technology • Computer Education • Programming and Coding • Graphic Design • Educational Technology • Data Entry

HOBBIES & INTERESTS

Learning new technology • Programming and coding • Graphic design • Reading • Teaching and mentoring • Exploring digital tools

REFERENCES

Available upon request.