

DIVINE CHIBUIKE IBENNE

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PROFESSIONAL PROFILE:

Organized and policy-driven **Educational Management & Policy** graduate with strong expertise in human resources support, administrative workflow optimization, and official document processing. Proficient in policy interpretation, personnel record management, digital typesetting, and cross-functional team coordination gained across diverse administrative and customer-facing roles. Possesses deep knowledge of organizational behaviour, staff welfare structures, and office management principles. Combines high moral integrity, administrative discipline, and advanced desktop publishing skills to streamline office administration, manage official communications, and support human resource operations within a public sector environment.

CORE COMPETENCIES & SKILLS:

- **Human Resources & Administrative Support:** Policy interpretation, personnel record keeping, staff on boarding support, document control, workflow tracking, office administration.
- **Policy Analysis & Organizational Management:** Strategic planning, organizational behaviour, resource allocation, process optimization, decision-making support.
- **Official Communications & Document Processing:** Advanced MS Office Suite, desktop publishing, preparation of official memos, reports, training manuals, and corporate presentations.
- **Interpersonal & Public Relations:** Stakeholder engagement, conflict resolution, client advisory, cross-functional team coordination, vendor negotiation.
- **Project & Operations Coordination:** Workflow tracking, resource allocation, administrative oversight, process optimization.
- **Client Advisory & Sales Management:** Client relationship management, consultative selling, order processing, stock reconciliation.
- **Visual & Brand Communications:** Graphic design, brand identity creation, corporate presentations, digital media processing.
- **Management & Interpersonal:** Strategic planning, decision-making, vendor negotiation, cross-functional team leadership.
- **Technical Tools:**
 - ✓ Desktop Publishing Tools: Adobe InDesign, Adobe Acrobat Pro (Pre-flight, PDF editing), QuarkXPress (if applicable), Microsoft Publisher.
 - ✓ Design & Vector Software: Adobe Photoshop, Canva Pro, CorelDRAW.
 - ✓ Document & Office Suites: Advanced MS Word (Styles, Table of Contents, Section Breaks, Formatting Templates), MS PowerPoint (Corporate Pitch Decks), MS Excel.

EDUCATION:

✓ **Bachelor of Science (B.Sc. Ed.) in Educational Management & Policy** (*Business Administration*) Nnamdi Azikiwe University (UNIZIK), Awka, Anambra State | May 2023– Aug 2026

- **Key Coursework:** Principles of Management, Statistics, Economics of Education, Organizational Behaviour, Policy Analysis.

✓ **Senior Secondary School Certificate (SSCE / NECO / WAEC)** *Ikosi Senior Secondary School, Lagos State* | 2016 – 2021

- **Relevant Subjects:** English, Mathematics, Economics, Data Processing.

CERTIFICATIONS & TRAINING

- Diploma in Desktop Publishing in Computer Studies (Distinction) — Johnson Kay Computer Academy, Lagos (July 2020)

Core Coursework: Microsoft Word, Excel, PowerPoint, CorelDraw, Serial Artist, Operating Systems, Office Management, Typing & Document Processing.

PROFESSIONAL EXPERIENCE:

Sales Representative | Texon Supermarket, Ogudu, Lagos 2022-2023

- Stress staff scheduling support, inventory documentation, conflict de-escalation, and client relationship management.

Graphic Designer | Onimisi Venture Ltd, Ogudu, Lagos 2022

- Onimisi Venture Ltd: Highlight drafting administrative presentations, organizing corporate files, and maintaining brand/policy guidelines for annual reports.

Sales & Operations Consultant | Afatex Curtain and Interior Decor Company, Ketu, Lagos 2021 – 2022

- Advised high-value clients on interior aesthetics, space planning, and fabric selections.
- Managed end-to-end order processing, supplier logistics, and delivery schedules for custom decor projects.
- Resolved client queries and vendor bottlenecks to maintain seamless project delivery.

Graphic Designer & Document Specialist | Johnsonkey Computer Academy, Ketu, Lagos 2019 – 2021

- Johnsonkey Computer Academy: Emphasize document archiving, formatting official memos/training manuals, data entry, and managing office correspondence.

KEY HIGHLIGHTS & INDEPENDENT INITIATIVE:

- **Self-Financed Academic Journey:** Independently funded secondary and university education through continuous employment in graphics and sales, developing high-level fiscal responsibility, time management, and resilience.

LANGUAGES & INTERESTS:

- **Languages:** English (Fluent), Igbo (Native), Yoruba (Conversational).
- **Interests:** Interior Design & Spatial Aesthetics, Strategic Planning, Graphic Design, Reading, Football.

REFERENCES:

Available upon request.