

UMANDU, JOVITA IJEOMA

Opp Christ Embassy Church, Piwoyi off Umaru Musa Yar'Adua Express Way, Airport Road FCT – Abuja
+234 –9062157788 ijeoma.umandu@gmail.com

[REDACTED]

To secure a challenging position in any organization where my Education, skill, knowledge and experience in Chemistry/Education and Public Administration will be effectively utilized, aiming at Job satisfaction and self improvement in order to achieve the organizational and individual goals and objectives.

[REDACTED]

2005 – 2010 B.Sc (Ed) Chemistry
*University of Nigeria

[REDACTED]

*Computer Appreciation, Word Processing, Spreadsheet, Power Point, Graphic Design, Photoshop. (MS-Word, MS-Excel).

*Certificate of Participation (African Union Sports Council), (AUSC)

*Young Leaders in Sport Capacity Building Seminar (YLSCBS)

*Satellite Installation Course (SIC)

*Train-The-Trainer Certificate Workshop

- Understanding the facts and fallacies of COVID -19
- Overview of Youths and Sports development programs before, during and post COVID-19
- Curriculum Redesign: Designing an inclusive youths and sports development curriculum for sustainable national development
- First Aid Treatment and Prevention of Injuries in Youths and Sports Programs during and Post COVID-19

*Computer-based learning in Youth and sports development Programs

- Marketing Youths and Sports development Programs during and post COVID-19
- Emotional Intelligent in Youths and Sports development
- Coaching and Teaching Youths and Sports Development Program during and post COVID-19
- Transfer of Learning for Youths and Sports development programs, and Monitoring and Evaluation of Youths and sports development programs.

*Nigeria Internet Governance Forum (NIGF) 2025

NIGF is Nigeria's national multi-stakeholder forum on internet and digital policy building digital governance.

- From Vision to Action
- Global Digital Compact

[REDACTED]

Computer Skills: Basic Knowledge on Computer Appreciation, Word Processing (MS-Word), Spreadsheet (MS-Excel), Microsoft Excel, Microsoft PowerPoint, internet utility etc.

Personal skills: Ability to work with little or no supervision, excellent communication/interpersonal skills, positive attitude, self motivated, result-oriented and target-driven, can-do-spirit.

[REDACTED]

National Sports Commission, National Stadium Abuja, department of Sports and research development (SPRD). (NYSC) Administrative Assistant (2014-2015)
National Sports Commission (NSC) in Nigeria is responsible for promoting sports developments and physical fitness across the country. Key functions include Policy Formulation and Implementation; developing National sports policies and strategies to foster growth such as Sports Infrastructure development, planning, constructing, renovating, and maintaining sports facilities to meet international standards.
Also, involve in Talent Identification and Development, funding and sponsorship, facilitating private sector investment and promoting sports as a Business.
Key responsibilities:
Manage office paper work, perform data entry, managing and processing of mails, filing, typing, and keeping records.

Chidon Investment Nig Limited (2012 -2013)
Chidon Investment Nig Limited is a private own business that deal with phone accessories in Alaba International Market, Lagos.
Key responsibility:
Secretary; keeping records of all the sales

Golden Eduson investment limited (2013)
Golden Eduson investment limited is a private company that deals with Original Phone accessories in Alaba International Market, Ojo, Lagos.
Key Responsibility:
Sales Representative; making sure that Customers' goods are intact

Eduson investment Limited (2014)
Eduson investment limited is a private company that deals with all kinds of phone accessories
Key Responsibility:
Secretary; Customer Service, Sales representative, Store Keeper, and treasurer

N-Power Volunteer, L.E.A. Junior Secondary School, Piwoyi, Airport Road, Abuja (2017-2018)
N-Power is an empowerment Program that was introduced by the federal government of Nigeria during the tenure of Late President Muhammadu Buhari.
Key Responsibility:
Assistant class teacher, and Form Mistress, JSS 1
Subjects: Mathematics and Agricultural Science for (JSS1&2)

African Union Sports Council Region 2 (AUSC Region 2), Moshood Abiola National Stadium, Abuja, Package 'A' Suite 1, 2&3, Main bowl. (2017–2025). Administrative Officer
Key responsibilities:

Filling of document, processing of Mails, and ensuring smooth Day-to-Day activities

4th National Anti–Corruption Marathon, Abuja 2022.

Volunteer

Key responsibility:

Accountant: to ensure all the officials and volunteers received their token

SOHO24 FOUNDATION

International Day of the Girl Child 2025

SOHO24 is a Sports Academy Arena. The founder is the former Nigeria athletes Ambassador. Christy Opara.

Volunteer

Key responsibility:

Accreditation; taking the data of all the participants, and in charge of the empowerment items

PPDC JUSTICE WALK 2025

PPDC is a Legal firm that is dedicated in promoting public awareness of fundamental human rights and inspiring active citizen participation in justice sector reform.

Volunteer

Key Responsibility:

Justice Walk to create awareness to the public to know their right, and for the release of the oppressed, those held in prison unjustly.

HOBBIES

Reading, surfing the net, games, singing, dancing, and travelling



Mr. Umandu Simon C.
Lecturer, Michael Okpara University of Agriculture,
Umudike.
27 Dozie Way Avenue,
Umuahia, Abia, State, Nigeria.
Phone: +2349030087940
Email: Chikemandu.Alt@Gmail.Com

Engr. Nelson A. C. Ozoduru,
Lead Consultant/Instructor,
MacNel Consult Ltd, FCT – Abuja.
Nelson.ozoduru@macnelconsultltd.com