

IGBOANUGO GLAD CHIDERA

Lagos, Nigeria | 07068205137 | bethelfrancis485@gmail.com

PROFESSIONAL SUMMARY

Recent Sociology graduate seeking an entry-level opportunity in Sales, Customer Service, Front Desk, Administrative Support or Office Assistance. Strong communication, interpersonal and organizational skills, with the ability to learn quickly, follow instructions, interact professionally with people and take responsibility for assigned tasks. Reliable, adaptable and ready to contribute while building practical workplace experience.

CORE SKILLS

- | | | |
|--------------------------|--|------------------------|
| • Customer Service | • Communication & Interpersonal Skills | • Sales Support |
| • Administrative Support | • Data Entry | • Microsoft Word |
| • Google Docs | • Canva Basics | • Social Media Support |
| • Email Communication | • Time Management | • Organization |
| • Problem Solving | • Teamwork | • Adaptability |

RELEVANT PRACTICAL EXPERIENCE

University Research & Project Work — Caritas University

- Conducted research and gathered information from respondents for a final-year project.
- Communicated with different people during data collection and interviews.
- Organized information, reviewed responses and worked toward project deadlines.
- Developed practical skills in communication, organization, teamwork and problem solving.

ADDITIONAL STRENGTHS

- Quick learner who can follow instructions and adapt to new procedures.
- Professional and respectful when communicating with customers, colleagues and other people.
- Able to work independently and also collaborate effectively with a team.
- Organized and willing to take responsibility for assigned duties.
- Positive attitude, reliability and commitment to learning and improving.

EDUCATION

Caritas University, Amorji-Nike, Enugu

B.Sc. Sociology | 2022 – 2026

Zodiac High School

Zodiac Primary School

TARGET ROLES

Sales Representative • Front Desk/Receptionist • Customer Service Representative • Administrative Assistant • Office Assistant • Personal Assistant • Social Media Assistant

REFERENCES

Available upon request.