

OWALUM CONFIDENCE ONWU

COMPUTER OPERATOR | DATA ENTRY | DIGITAL TECHNOLOGY

09122413189 | No. 5 Ntol Ngbeje Street, Igoli-Ogoja

PROFESSIONAL PROFILE

Dedicated and detail-oriented computer professional with practical experience in computer operations, data entry, record keeping, secretarial duties, and digital technology education. Proficient in Microsoft Office applications, document preparation, file management, and basic computer troubleshooting. Reliable, organized, and able to work effectively both independently and as part of a team.

CORE COMPETENCIES

Computer Operations • Data Entry & Record Keeping • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Internet & Email • Typing & Document Formatting • Printing, Scanning & Photocopying • File Management • Basic Troubleshooting • Communication • Time Management • Teamwork • Attention to Detail

PROFESSIONAL EXPERIENCE

SECRETARY & DATA COLLECTOR

Luksana Foundation Medical Center | 2025 – Present

- Handle secretarial and administrative duties.

- Collect, enter, organize, and maintain accurate data.
- Prepare and manage documents, records, and files.
- Use computer applications for daily administrative tasks.
- Maintain confidentiality and communicate professionally with staff and clients.

DIGITAL TECHNOLOGY TEACHER

Solid Foundation Academy | 2025 – Present

- Teach students fundamental computer and digital technology skills.
- Prepare lessons and instructional materials using computer applications.
- Demonstrate practical use of digital tools and software.
- Maintain students' academic records and documentation.

COMPUTER OPERATOR

Sunset Computer Center | 2024

- Operated computers and office equipment efficiently.
- Provided typing, printing, scanning, photocopying, and document-formatting services.
- Assisted customers with computer-related tasks.
- Managed electronic files and performed basic computer troubleshooting.

EDUCATION

Bachelor of Science (B.Sc.) | 2021 – 2025

Senior Secondary School Certificate (SSCE) | 2012 – 2018

PERSONAL STRENGTHS

Reliable • Hardworking • Fast Learner • Organized • Responsible • Adaptable • Good Communicator • Team Player

REFEREES

Dr. Christopher Ogana

GRA. Near Police Station Igoli-Ogoja

08029506167

Referee 1

Rev. Ujiji James Ikade

Barracks, North Ukelle

09155324822

Referee 2