

OBIOMA PRECIOUS ODIMEGWU

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PROFESSIONAL SUMMARY

Dedicated and compassionate professional with experience in customer relations, healthcare support, education, administration, travel consultancy, and team management. Skilled in communication, community engagement, client support, and organizational coordination. Passionate about humanitarian services, healthcare outreach, education, women empowerment, and community development. Adept at working in fast-paced environments, handling diverse populations, and delivering excellent interpersonal support. Seeking opportunities within local and international NGOs where strong communication, administrative, teaching, healthcare support, and community engagement skills can contribute positively to organizational goals.

CORE SKILLS

- Community Engagement & Outreach
- Customer Care & Client Relations
- Administrative Support
- Healthcare & Wellness Support
- Teaching & Educational Support
- Team Coordination & Leadership
- Communication & Interpersonal Skills
- Conflict Resolution
- Public Relations
- Report Writing
- Travel & Client Advisory Services
- Time Management
- Microsoft Office Tools
- Organizational Skills
- Multitasking & Problem Solving

PROFESSIONAL EXPERIENCE

ATR Officer — Basilica Pathways Travel and Tours (2024 – Present)

- Assisted clients with travel consultations and documentation processes.
- Handled customer inquiries and provided professional support services.
- Participated in marketing outreach and public engagement activities.
- Maintained accurate records and client information.
- Supported organizational operations and administrative duties.

Branch Manager — 9th Avenue Collection (2023 – 2024)

- Supervised daily business operations and staff activities.
- Managed customer relations and conflict resolution.
- Coordinated team schedules and ensured operational efficiency.
- Trained and guided staff members to improve productivity.

Med Spa Therapist — Meduxxa Unisex Salon (2022 – 2023)

- Provided wellness and skincare support services to clients.
- Maintained hygiene and professional healthcare-related practices.
- Assisted clients with treatment guidance and aftercare support.

French Tutor — Genius International Schools (2021 – 2022)

- Taught French language lessons to students at various levels.
- Prepared lesson notes and learning materials.
- Encouraged student participation and academic confidence.

EDUCATION

Higher National Diploma (HND)

Air Ticketing, Reservation & Customer Care Representative

CERTIFICATIONS & TRAINING

- Customer Care & Relationship Management
- Air Ticketing & Reservation Training
- Communication & Public Engagement Skills
- Healthcare & Wellness Support Experience

LANGUAGES

- English — Fluent
- French — Fluent
- Dutch — Intermediate

PERSONAL ATTRIBUTES

- Compassionate and empathetic
- Strong leadership ability
- Adaptable and hardworking
- Team-oriented
- Professional and organized

CAREER OBJECTIVE

To obtain a challenging role within a reputable NGO or humanitarian organization where I can contribute my communication, healthcare support, educational, administrative, and community engagement skills toward improving lives and supporting impactful programs both in Nigeria and internationally.