

O'Kegbe Chidozie David

AI & DIGITAL SUPPORT | PROMPT ENGINEERING | COMPUTER OPERATIONS

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PROFESSIONAL PROFILE

Entry-level digital support professional with practical knowledge of generative AI, prompt design, online research, content support, and everyday computer operations. Uses structured instructions to guide AI tools, reviews results for relevance, and learns new platforms independently. Brings a careful, adaptable approach to information handling, problem-solving, and digital tasks.

CORE SKILLS

Generative AI & language models • Prompt engineering • Internet research • Digital productivity tools • Microsoft Office / productivity applications • Data entry & information management • Content generation • File management • Basic coding concepts • Technology troubleshooting

PRACTICAL PROJECTS

Independent AI & Digital Projects

- Applied AI tools to research topics, summarize information, improve written material, generate ideas, and support practical problem-solving; refined prompts and reviewed outputs for quality.
- Created structured prompts using context, constraints, examples, and output requirements; broke multi-step tasks into clearer instructions to improve results.
- Explored AI-assisted website and application development, basic coding concepts, and digital automation through independent experimentation.
- Built familiarity with web applications, productivity tools, online research, and digital document and file workflows through self-directed learning.

EDUCATION

Senior Secondary School Certificate Examination (SSCE)

Nigeria

PROFESSIONAL STRENGTHS

Fast learner • Strong computer literacy • Analytical problem-solving • Detail-oriented • Reliable instruction-following • Adaptable • Independent and collaborative

TARGET OPPORTUNITIES

AI / digital support assistant • AI content support • Data entry / data support • Administrative assistant • Customer support • Junior technology support • Virtual assistant