

Vera Chiamaka Onyeji

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Professional Profile

Motivated and detail-oriented Economics undergraduate with hands-on experience in data entry, administrative support, and digital content creation. Demonstrates strong organizational skills, accuracy in record management, and the ability to follow structured procedures in fast-paced environments. Eager to gain practical exposure in management training, develop professional competencies, and contribute positively to organizational operations.

EXPERIENCE

Data Entry Officer, National Population Commission, Lagos, Nigeria. 2024

- Entered and updated population and civil registration data accurately into official NPC databases.
- Verified and validated data collected from field officers to ensure accuracy, completeness, and consistency.
- Captured demographic records including births, deaths, households, and census-related information.
- Cross-checked physical forms against electronic entries and corrected errors promptly.

Clerk (Ad-hoc Staff), Lagos State Independent Electoral Commission (LAISEC), Lagos, Nigeria. 2025

- Assisted with administrative and clerical duties during electoral and registration activities.
- Recorded, sorted, and filed official documents and forms accurately.
- Entered voter and operational data into designated records and registers.
- Provided front-desk support by attending to inquiries and directing stakeholders appropriately.
- Supported supervisors with documentation, attendance records, and logistical coordination.

Video Editor, Freelancepros Academy, Lagos, Nigeria. 2025

- Edited short- and long-form video content for social media, online platforms, and client projects.
- Cut, trimmed, and arranged video footage to create clear, engaging, and well-paced final outputs.
- Added basic transitions, captions, background music, and sound effects where required.
- Performed basic colour correction and audio cleanup to improve overall video quality.
- Followed creative briefs, brand guidelines, and client feedback accurately.

AI video editor, skill2income Academy, Lagos, Nigeria. 2026

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Create high-quality AI-generated videos for advertisements, social media content, storytelling, and music videos.

- Use AI video generation tools such as Google Veo 3, Kling AI, and other creative platforms to turn ideas, scripts, and prompts into engaging video content.
- Produce AI-powered promotional videos and commercials that help brands showcase their products and services creatively.
- Create realistic AI characters, maintain character consistency, and generate cinematic scenes for short films and storytelling projects.
- Develop AI-generated music videos, motivational videos, podcast visuals, and social media reels.
- Create AI influencer content, virtual presentations, and user-generated-content (UGC)-style advertisements.
- Add voiceovers, background music, sound effects, transitions, and captions using video editing tools such as CapCut.
- Write detailed AI prompts to control scenes, camera angles, lighting, character movements, and visual styles.

EDUCATION

- BSc. Economics, National Open University, 2024, in view
- Certificate In Video Editing, Freelancepros Academy 2023
- Senior School Certificate, Graffimes College, Lagos State – 2022

References

Available on request