

Chukelu Nmesoma Jessica

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Road 19 Lekki scheme 2 Ogombo Road Lagos State

EDUCATION

Chukwuemeka Odemegwu Ojukwu University, Anambra State.

Bachelor of Science (B.sc) – Mass Communication

Relevant courses: Advertising, Public Relations, Media Management, Journalism

National Youth Service Corp (NYSC)

Completed (June 2024)

TECHNICAL SKILLS AND CERTIFICATION

TOOLS: Microsoft Office (word)

KEY SKILLS: Communication Skills (Written and verbal communication, Active Listening), Problem-solving and conflict resolution skills, Multitasking and Time Management, Interpersonal and Decision-Making Skills, Leadership and team management abilities

WORK EXPERIENCE

Woodland homes ltd

2026 Currently

Customer service Executive

Accomplishments:

- Attend to customers' inquiries, complaints, and requests professionally.
- Provide accurate information about products and services.
- Resolve customer issues promptly and effectively.

Oriki Company

2025

Customer Service Representative

Accomplishments:

- Primarily responsible for complete satisfaction and well-being of our clients.
- Serving high-performance services and promoting innovation, maximum efficiency.
- Effectively up selling the ORÍKÌ retail products, competitiveness and giving our guest the ultimate spa experience.

Zenbreta Limited

2024

Personal Assistant

Accomplishments:

- Fixing meeting.
- Help with daily time management.
- Answering phone calls and mails.
- Plan travel arrangements.
- Preparing reports and briefs.
- Handling correspondence.
- Organize and maintain office systems.

Primeland Properties**2023****Marketer**

Sector: Sales and Marketing

Accomplishments:

- Contacted potential and existing customers to give information on products and services.
- Answered questions about the products and the company.
- Entered and updated customer information on the data base.
- Elevated brand awareness.
- Meeting clients to seal deals on property sales.
- Conducted market research
- Worked with a team that conducted wide scale advertisement which doubled company's profit due to increased customers and sealed deals.