CHIDINMA CHIJIOKE

PROJECT ASSISTANT | ADMINISTRATIVE SUPPORT

Abuja, Nigeria | 09116443647

PROFESSIONAL PROFILE

Motivated and adaptable entry-level candidate with a Bachelor's degree and practical digital, writing and communication abilities. Confident using a smartphone and Microsoft Word to type and prepare documents, communicate with people, and work with written information, voice notes and audio messages. Eager to support project activities, assist with day-to-day coordination, and learn new processes while contributing positively to a team.

CORE SKILLS

- Written and verbal communication
- Document typing and preparation
- Microsoft Word
- Smartphone and digital communication
- Reading and understanding written materials
- Listening to and understanding voice notes and audio
- Writing and presenting information clearly
- Interpersonal communication
- Willingness to learn and adapt

EDUCATION

Bachelor's Degree

EXPERIENCE

Entry-Level Candidate

Entry-level candidate seeking a first professional opportunity. Ready to assist with document preparation, communication, information handling and general project support. No previous formal work experience stated.

CAREER OBJECTIVE

To obtain a Project Assistant opportunity where I can apply my communication, writing and digital skills, support effective project delivery, and grow through practical professional experience.