Peace Ifeakanwa Eunenweugu

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Professional Summary

Results-oriented and customer-focused HND graduate in Microbiology with practical experience in customer service, front desk operations, sales support, record management, and administrative duties. Demonstrates strong communication, interpersonal, organizational, and problem-solving skills, with the ability to work effectively in fast-paced environments. Responsible team player with leadership experience as Vice President of an NYSC Community Development Service (CDS) group, eager to contribute to organizational success while building a rewarding professional career.

Core Competencies

- Customer Service and Client Relationship Management
- Front Desk and Reception Operations
- Sales and Marketing Support
- Administrative and Office Support
- Records Management and Documentation
- Verbal and Written Communication
- Teamwork and Collaboration
- Leadership and Coordination
- Problem-Solving and Critical Thinking
- Time Management and Organization
- Basic Computer Literacy including Microsoft Word, Email, and Internet

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Work Experience

NYSC Corps Member

Beautiful Gate International School, Ogun State | 2025–2026

- Supported teaching and general administrative activities within the school.
- Assisted with student records, documentation, and daily school operations.
- Maintained effective communication with colleagues, students, and parents.
- Demonstrated teamwork, responsibility, and effective time management while carrying out assigned duties.

Front Desk Officer

Obodo Trust Microfinance Bank, Edo State | February 2020–December 2020

- Attended to customer inquiries and provided professional front desk assistance.
- Maintained accurate customer records and handled confidential documents responsibly.
- Assisted with the promotion and marketing of the bank's financial products and services.
- Supported daily administrative operations and maintained an organized office environment.
- Built positive customer relationships through effective communication and service delivery.

Leadership Experience

Vice President, HIV/AIDS Community Development Service (CDS) Group

National Youth Service Corps (NYSC), Ogun State

- Assisted the CDS President in coordinating group activities and responsibilities.
- Supported the planning and execution of community development and HIV/AIDS awareness initiatives.
- Encouraged active participation, teamwork, and collaboration among group members.
- Assisted in communicating group objectives and coordinating assigned activities.
- Demonstrated leadership, accountability, and effective interpersonal skills.

Education

Higher National Diploma (HND), Microbiology

Federal Polytechnic, Auchi | 2024

Ordinary National Diploma (OND), Science Laboratory Technology

Federal Polytechnic, Auchi | 2020

West African Senior School Certificate (WAEC)

Living Spring Academy, Ikotun | 2015

Additional Information

- **NYSC:** Successfully Completed
- **Availability:** Open to employment opportunities

References

Available upon request.