EZEJI ODIGONMA DIVINE

+234-7040158800 | d70401588@gmail.com
Abuja, Nigeria

PERSONAL DATA

Nationality:	Nigerian
State of origin:	Imo state
Date of birth:	10th May 2001
Language:	Igbo

PROFESSIONAL SUMMARY

Disciplined and detail-oriented Political Science graduate with a strong foundation in research, governance studies, and organizational principles. Recognized for analytical thinking, structured communication, and reliability in meeting academic and collaborative responsibilities. Demonstrates professional maturity, adaptability, and readiness to contribute effectively in entry-level administrative, graduate trainee, or organizational support roles.

CORE COMPETENCIES

Administrative Coordination
Professional Communication
Research & Information Analysis
Written Documentation
Organizational Support
Time & Task Management
Problem-Solving
Attention to Detail
Basic Microsoft Word

PROFESSIONAL EXPERIENCE

Administrative Support Role – Abuja, Nigeria

- Provided general administrative support including file documentation, organization and record keeping
- Assisted with typing, formatting and printing official documents and correspondence
- Managed incoming phone calls and directed inquiries appropriately
- Scheduled appointments and maintained basic office calendars
- Organized and maintained physical and digital files for easy retrieval
- Supported staff with photocopying, scanning and email communication tasks.
- Maintained a clean and organized office environment

ACADEMIC EXPERIENCE

Research & Analytical Development (2024)

• Conduct in-depth academic research using credible sources and structured, methodologies.
• Analyze governance systems, institutional frameworks, and public policy models.
• Develop well-structured academic papers with logical argumentation.
• Apply critical thinking to evaluate political systems.
• Manage multiple coursework deadlines effectively.

Group Collaboration & Presentation Projects (2023)
• Collaborate with peers in academic teams.
• Present research findings clearly.
• Participate in academic discussions and debates.
• Support team coordination and task delegation.
• Contribute analytical insights to group projects.

EDUCATION

Bachelor of Science (B.Sc.) in Political Science
National Open University of Nigeria 2022 – 2025