

NWAOGU NNEAMAKA ESTHER

 Nigeria

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PROFESSIONAL SUMMARY

A motivated and detail-oriented Petroleum Engineering graduate with a keen interest in data analysis, communication, and human resource management. Proficient in Microsoft Office Suite and equipped with foundational computer skills. Currently undergoing training in data analysis to enhance analytical and problem-solving abilities. Seeking opportunities to apply my skills in a professional setting.

WORK EXPERIENCE

Intern | Human Resources Department

Integrated Logistics Services Company (INTELS), Onne Port, Rivers State | 2015

- Processed and organized over 200+ employee records for efficient data management.
- Assisted in scheduling and coordinating 10+ interviews weekly for prospective employees.
- Supported HR staff in drafting and distributing company-wide memos to over 500 employees.
- Managed office supplies inventory and reduced shortages by 30% through timely restocking.
- Conducted data entry tasks, maintaining 99% accuracy in employee database updates.

VOLUNTEER EXPERIENCE

Communication Intern (Volunteer)

Job Hunters Community | 2024

- Assisted in managing community engagement by responding to inquiries and providing information.
- Created and scheduled weekly content updates across communication channels.
- Designed and distributed email newsletters to over 1,000 members.
- Collaborated with team members to organize virtual career workshops for job seekers.
- Monitored and analyzed engagement metrics, improving response rates by 20%.

SKILLS & COMPETENCIES

- Data Analysis & Interpretation
- Microsoft Office Suite (Excel, Word, PowerPoint)
- HR Administration & Documentation
- Database Management
- Project Coordination
- Report Writing & Documentation
- Social Media & Email Communication
- Content Creation & Community Engagement
- Time Management & Multitasking
- Effective Communication & Team Collaboration

EDUCATION

B.Eng. in Petroleum Engineering

Madonna University | Graduated: 2022

CERTIFICATIONS & TRAINING

- Advanced Computer Training** | Focused on Microsoft Excel, Slide Creation, and MS-DOS
- Data Analysis Training** | Currently in progress

REFERENCES

Available Upon Request