

Chukwuemeka Chinonyerem Peace

Lagos State, Nigeria | Phone: 08073321411 | Email: chukwuemekachinonye2@gmail.com

Professional Summary

Highly motivated and detail-oriented professional with a B.Sc. in Animal Science and extensive experience in admin

Education

B.Sc. in Animal Science

Michael Okpara University of Agriculture, Umudike, Abia State, Nigeria

Graduated: November 2021

Work Experience

Admin Manager / Store Keeper / Intern (NYSC)

D'Czars Hotel and Suites, Sango Ota, Ogun State

July 2024 – June 2025

- Led cross-functional operations by managing store inventory and administration workflows.
- Coordinated administrative processes including scheduling and reporting.
- Contributed to significant increase in organizational efficiency.

Studio Assistant

Josyempire, Abia State

December 2021 – March 2023

- Organized and maintained studio space, keeping equipment and materials tidy and accessible.
- Managed inventory and tracked supplies for timely reordering.
- Prepared the studio before sessions and ensured proper cleanup afterward.
- Handled packaging and customer support including order taking, providing accurate information, and resolving cus

Customer Service Representative

G&G Boutique, Abia State

August 2021 – October 2022

- Took orders online and managed inventory.
- Handled escalated complaints with professionalism.
- Managed and documented customer interactions for issue tracking.
- Resolved complex customer inquiries and packaged orders.

Owner / Manager

Personal Online Clothing Shop

June 2017 – November 2022

- Developed and managed end-to-end operations including product sourcing and inventory control.
- Delivered excellent customer service, ensuring consistent business growth.
- Built strong brand presence using social media marketing, resulting in a 60% increase in online sales.

Skills and Competencies

- Technology Proficiency (MS Office)
- Customer Support

- Organizational Skills
- Time Management
- Adaptability
- Attention to Detail
- Critical Thinking
- Problem Solving
- Leadership Skills

Certifications

- Human Resource Management (HRM), 2024
- National Youth Service Certificate (NYSC), 2025