

AWUWA GLORIA IJEOMA

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PROFESSIONAL SUMMARY

Dedicated and organized administrative professional with over 4 years of experience supporting office operations, documentation, and data management. Skilled in Microsoft Excel, record keeping, and basic data analysis used to organize information and support better business decisions. Known for accuracy, clear communication, and reliable administrative support while contributing to steady organizational growth.

EXPERIENCES

Classroom Teacher and Administrative Assistant

National Youth Service Corps (NYSC)

April 2025 - Mar 2026

- Supported school administration by maintaining academic and staff records using Microsoft Excel spreadsheets for organized documentation.
- Prepared weekly and monthly academic reports by compiling classroom data and performance records for school management.
- Assisted daily school operations through documentation support, file organization, and communication with teaching staff.
- Contributed to improved academic coordination by collaborating with teachers to review lesson delivery and student progress.
- Led teams in executing 5+ community outreach projects during the service year.

Secretary

Revamp Classic Paint Company - Ebonyi State

Mar 2024 - Jan 2025

- Maintained accurate daily financial and operational records by updating files and transaction logs, supporting smooth business documentation and reporting.
- Scheduled and coordinated 15+ weekly client meetings by managing the executive calendar and appointment records, preventing missed meetings and improving time management.
- Provided administrative support for office operations by preparing documents, organizing files, and responding to internal requests for information.
- Assisted small scale paint production activities by learning basic production steps and supporting staff during preparation and packaging tasks.

Manager

Private Family Tailoring Business - Port Harcourt

May 2023 - Feb 2024

- Supervised daily tailoring operations by coordinating staff activities, managing customer requests, and ensuring timely completion of orders.
- Monitored 20+ customer orders weekly by tracking production progress and delivery schedules, helping maintain on time delivery and customer satisfaction.
- Handled client communication by receiving orders, confirming measurements, and providing updates on production timelines.

- Maintained staff schedules and workflow planning through organized task assignment and regular progress checks.

DATA ANALYSIS TRAINING EXPERIENCE

- Learned practical data analysis using Microsoft Excel tools including data cleaning, sorting, and basic formulas.
- Organized raw datasets by correcting errors and structuring information for easier interpretation.
- Created charts and simple dashboards to present data findings clearly for reporting purposes.
- Analyzed datasets to identify trends and patterns that supported basic decision making.

CORE COMPETENCES

TOOLS

- Power Bi | SQL | Python | Data Visualization and Modeling
- Microsoft Excel | Microsoft Word | Microsoft PowerPoint
- Google Docs | Google Sheets | Google Drive

CORE SKILLS

- Office Administration | Administrative Support | Data Entry and Data Management
- Record Keeping and Documentation | Basic Data Analysis
- Data Cleaning and Data Organization | Report Preparation
- Academic Documentation Management

SOFT SKILLS

- Communication | Team Collaboration | Time Management | Attention to Detail
- Problem Solving | Organization and Task Coordination | Adaptability | Interpersonal Skills

EDUCATION

Bachelor of Education (B.Ed) in Vocational and Technical Education (Business Education)

- Alex Ekwueme Federal University, Ndufu Alike - Ebonyi State 2019 - 2023