

OKORJI, IFEANYI NANCY.

Okota, Lagos State | nancyokorji@gmail.com | +2349068079250

CAREER SUMMARY

A highly motivated and ambitious, analytical and goal oriented individual, a dedicated Psychology graduate with pharmaceutical, teaching, organizational management experience, Facilitating success for quality-focused tasks through an outstanding problem solving skills, proficient in driving customer-centric strategies to expand client base and recommending ways in which to achieve and maintain a competitive business edge.

SKILLS

- Ability to Perform Routine Work.
- Data collection and Analysis of information from different sources
- Excellent Listening (Active)/Feedback Skills.
- Team Leadership and Management.
- Good Written/Verbal Communication Skills.
- Persuasive and Negotiation Skills.
- Entrepreneurial Skills/ Business Restructuring.
- Administrative and Executive Support.
- Microsoft Office Suite.

RELEVANT EXPERIENCE

Administrative Assistant (NYSC)|

Ezeike High School Nibo, Awka-South Anambra State.

|09/2021–08/2022

Task completed

- Set the educational standards and goals, helped establish policies and procedures to plan and develop instructional methods & content for educational, vocational, & student activity programs.
- Facilitated flow by notifying the tutor of student' arrival, being aware of delays, and communicating with students.
- Introduced the school management to a novel behavior management program, which reduced incidents of unacceptable behavior by 75%.
- Set the educational standards and goals, helped establish policies and procedures to plan and develop instructional methods & content for educational, vocational, & student activity programs

Smart people kindergarten, Naberezhnye Chelny, Russia.

|11/2020–06/2021

Academic Instructor

Task completed

- Consulted with parents/guardians, external service providers and colleagues to develop individualized learning plans according to student's strengths and weaknesses.
- Assessed and reviewed the students' performance and gave feedback to meet school performance goals.
- Created a positive learning environment for students by providing organized, structured lessons and laboratory activities with enthusiasm and positive attitude.
- Developed creative and engaging the students for academic success and preparing a lesson plans according to the curriculum.

Poliglotiki, Naberezhnye Chelny, Russia.

|02/2019–06/2021

Academic Instructor

Task completed

- Provide tools and resources for children to use and explore during learning, develop and maintain positive relationships with children and parents.
- Establish and enforce rules of behavior for children, Manage classroom activities including lessons, play, breaks and meals.
- Created and adapted lesson plans and classroom work to meet students' individual needs, also created instructional materials appropriate for children.

Language World, Naberezhnye Chelny, Russia.

|09/2016–09/2018

Academic Instructor

Task completed

- English Language teacher. Adults and Teenagers.
- Write progress reports for students, also create tests for students.
- Developed creative and engaging the students for academic success and preparing a lesson plans according to the curriculum.

ACADEMIC QUALIFICATION

Degree: Bsc. In Psychology

Kazan Federal University, Russia.

|2020

West Africa Examination Council

Great Cambridge High School, Okota, Lagos.

|2012

TRAINING/CERTIFICATION

National Youth Service Corps (NYSC) | Anambra State

| 2022

Languages

English, Ibo and Yoruba – Native

Russian — Reading, Writing, Speaking

REFERENCE

Available on Request