###### **Osuji, Ijeoma Augustina**

###### No 5 Ishashi road, Ojodu-Akute, Ojodu, Lagos State, Nigeria

**D.O.B** – 27TH MAY 1995

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+(234)7066230148

### Career Objective

A diligent, focused and driven individual whose primary aim is to become an established legal practitioner. I am committed to making the most of every opportunity to develop my legal skills to become an effective lawyer and valuable member of the community.

### Areas of Expertise

|  |  |
| --- | --- |
| * Effective oral & written communication * Detail oriented * Analytical thinking * Computer proficiency (office software & tools) | * Persuasive * Result oriented * Interpersonal skills * Conflict resolution * Organization |

### Work Experience

**INDEPENDENT NATIONAL ELECTORAL COMMISSION HQ., OGUN STATE**

**May 2018 –Jul 2019**

**POSITION: National Youth Service Corp Member**

* Compiled and prepared reports and documents pertaining to personnel activities.
* Maintained files, scheduled meetings, notarized documents, and updated superiors
* Drafted and filed election petitions at the tribunal on behalf of the commission
* Provided technical support during the 2019 general elections for more than 20 smart card readers in over 15 polling units.
* Facilitated the transfer of voters as well as the reconciliation and printing of voter register

**PANDORA NIGERIA May 2017 –April 2018**

Lekki, Lagos, Nigeria

**POSITION: Sales Executive**

* Ensuring high levels of customer satisfaction through excellent sales service
* Maintaining outstanding store condition and visual merchandising standards
* Maintaining a fully stocked store
* Making sure all customers’ needs and wants are met
* Recommend and display items that match customer needs and requests
* Welcoming and greeting customers in a way that makes them feel welcomed and relaxed
* Managing point-of-sale processes
* Actively involved in the receiving of new shipments
* Keeping up to date with product information
* Accurately describe product features and fitting on buyer

**ACHIEVEMENTS**

* Built a clientele base of 115
* Effectively coordinated a team of 5 people.
* Surpassed sales target by 16.8% with store target being N15 million a month
* Resolved conflict between clients and staff.
* Eased potential client insecurities concerning products.
* Helped clients make informed decision on products to be purchased.
* Attended to clients’ complaints and tried within my capacity to fix the problem.

**TOLET.COM.NG October 2016- April 2017**

**POSITION:** **Lead Content Writer & Media Sales.**

* Meeting with agents and landlords to capture pictures of properties and write down specifications of properties.
* Getting companies to buy advertisement space in the magazine.
* Creating content to attract clients.
* Distribution and circulation of the magazine to target audience.
* Handled the outlook of the magazine.
* Editing content for the magazine.
* Searched for exquisite and new properties on a daily basis.
* Communicated with marketing team to create advert content for the magazine, and designing marketing materials for print and internet advertisement.
* Approached organization with our target audience to provide a spot for the magazine.

**ACHIEVEMENTS**

* Led a team of 7.
* Got advert placements of over 25 companies.
* Created and grew partnership channels for magazines with spas, hotels and airports.
* Published a magazine every other month.
* Initiated and grew business relations with landlords and agents that translated to revenue for the company

### Education

**Bachelor of Laws (LL. B Hons)**

Houdegbe North American North University, Rep. of Benin (HNAUB). 2016

**W.A.S.S.C.E Certificate** Maryland Comprehensive Secondary School, Maryland. 2011

### References

● Available on Request.