

CAREER OBJECTIVE

Motivated and people-oriented professional transitioning into the Client Engagement field. Skilled in communication, customer support, social media engagement, and conflict resolution. Seeking to contribute strong interpersonal skills and attention to detail to a dynamic team while growing into an expert Client Engagement Specialist.

WORK EXPERIENCE

Teacher

Peridot Montessori School - Benin City

2019 - May 2023

- Taught pupils using child-centered learning techniques.
- Built strong communication and relationship skills through daily interactions with parents and students.
- Managed classroom activities, reporting, and child progress documentation.
- Collaborated effectively with colleagues to achieve school goals.

Secretary

MegaPosh Interiors - Benin City

June 2023 - January 2024

- Managed client inquiries and scheduled appointments.
- Maintained office documentation and handled data entry tasks.
- Provided customer support and ensured smooth daily operations.
- Assisted management in coordinating client-related tasks.

TRAINING & PROFESSIONAL DEVELOPMENT

Fashion Design (Basic Training)

February 2024 - December 2024

- Acquired foundational knowledge in sewing, garment construction, and client fittings.

Advanced Fashion Training - GlamStitches Academy

February 2025 - May 2025

- Improved technical skills in pattern cutting, advanced sewing, client measurements, and design finishing.

SKILLS

- Communication
- Customer Service
- Social Media Engagement
- Problem-Solving
- Time Management
- Multitasking
- Writing Skills
- Conflict Resolution
- Sales & Persuasion
- Data Entry
- Teamwork

ADDITIONAL INFORMATION

- Strong ability to build rapport with clients.

- Open to learning and upskilling for digital client engagement roles.
- Creative and adaptable with a passion for excellent customer experience.

PROFESSIONAL REFERENCE

Mrs. Promise Okafor

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