ECHIODA ONYEMOWO GLORIA
Administrative Officer | Administrative Assistant | Office Assistant | Customer Service

Professional Summary Organized and dependable professional with a Bachelor of Arts in English, Nigerian Certificate in Education, Management Proficiency Certificate, and certified teaching experience. Brings strong written and oral communication, record keeping, confidentiality, time management, interpersonal skills, Microsoft Office proficiency, and the ability to work effectively under pressure. Experienced in maintaining records, preparing documentation, coordinating daily activities, communicating with stakeholders, monitoring attendance and performance, and working independently or as part of a team. Seeking to transition into an administrative, office support, front desk, or customer service role where strong organization and communication skills can contribute to operational efficiency and excellent service delivery.

Core Competencies

- Administrative Support & Office Administration
- Customer Service & Front Desk Support
- Document Preparation & Record Keeping
- Data Entry & Information Management
- Written & Verbal Communication
- Microsoft Office Applications
- Confidential Information Handling
- Scheduling, Time Management & Problem Solving
- Team Collaboration & Stakeholder Communication
- Attention to Detail & Working Under Pressure

Professional Experience

Subject Teacher | Treasure Kids Care Montessori / High School, Abuja
2024 – 2025

- Maintained accurate student records, attendance information, lesson documentation, and communication records.
- Prepared and organized lesson plans, learning materials, assignments, assessments, and supporting documentation.

- Communicated professionally with students, colleagues, and other stakeholders while handling sensitive information responsibly.

- Managed competing priorities, deadlines, and daily activities while maintaining accuracy and service quality.

Subject Teacher | Star Divine Heritage International College, Abuja
2021 – 2024

- Maintained class records, attendance, assessment results, and routine documentation in an organized manner.

- Prepared written reports, lesson plans, assignments, and learning resources with strong attention to detail.

- Coordinated classroom activities and responded to enquiries and concerns using clear, respectful communication.

- Worked independently and collaboratively to meet institutional requirements and deadlines.

Class Teacher | Our Lady of Perpetual Help Academy, Abuja
2019 – 2020

- Maintained class documentation, attendance records, communication books, lesson plans, and student assessment records.

- Coordinated daily classroom activities and communicated information clearly to relevant stakeholders.

- Monitored progress, identified issues, and applied practical problem-solving approaches to support smooth operations.

Graduate Teacher | Government Technical College, Osogbo, Osun State
2015 – 2016

- Prepared lesson plans, instructional materials, assignments, and assessment records.

- Maintained accurate documentation and managed multiple responsibilities within set timelines.

- Collaborated with colleagues and communicated effectively with students and other stakeholders.

Teaching Practice | Mercy and Joy International College, Katsina-Ala, Benue State *2008*

- Supported classroom administration, lesson preparation, record keeping, student monitoring, and communication activities.

Education & Professional Qualifications

- **Bachelor of Arts (B.A.), English** — Benue State University, Makurdi (2014)
- **Nigerian Certificate in Education (NCE)** — College of Education, Katsina-Ala, Benue State (2009)
- **Proficiency Certificate in Management** — Nigeria Institute of Management (Chartered) (2016)
- **Certificate of National Service (NYSC)** — National Youth Service Corps (2016)
- **Certified Teacher** — Teachers Registration Council of Nigeria (TRCN) (2020)
- **Senior Secondary School Certificate (NECO)** — (2006)

Professional Memberships

- Graduate Member, Nigeria Institute of Management (Chartered)
- Teachers Registration Council of Nigeria (TRCN)

Technical & Transferable Skills Microsoft Office Applications, written and oral communication, record keeping, documentation, confidentiality, time management, teamwork, problem solving, and customer-focused communication.

Interests Reading, writing, travelling, swimming, and listening to music.

References Available upon request.