

# ENEOJO UKWUTEYINOR

## PROFESSIONAL SUMMARY

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills eager to work. Ready to help team achieve company goals. Motivated to learn, grow and excel in Information Technology.

## SKILLS

- Computer Skills
- Self-Motivated
- Teamwork and Collaboration
- Analytical and Critical Thinking
- Google certified digital marketer
- Proficient in MS Word
- Responsive web design
- NDG Linux certificate
- Basics in Python & Bash programming language

## WORK HISTORY

### **CYBERSECURITY TRAINING** 06/2021 to 09/2021

**Rivers State ICT - Techcreeek**, Port Harcourt, NG

- Proved successful working within tight deadlines and fast-paced atmosphere.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Resolved problems, improved operations and provided exceptional service.
- Participated in team-building activities to enhance working relationships.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Assessed threats, risks and vulnerabilities from emerging security issues to advise pertinent stakeholders on appropriate measures.
- Developed risk assessment reports to identify threats and vulnerabilities.

### **HSE INTERN** 07/2018 to 12/2018

**NOTORE FERTILIZER COMPANY**, Port Harcourt, NG

- Identified accident causes and optimal prevention strategies by conducting thorough investigations and analyses.
- Developed recommendations to reduce hazards by improving gear, behaviors and procedures.
- Optimized new employee training on gear and procedures to maximize team safety.
- Recommended measures to help protect workers from potentially hazardous work methods, processes and materials.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

**INTERN** 06/2017 to 12/2017

**Port harcourt Refinery**, Port Harcourt, NG

- Delivered clerical support by handling range of routine and special requirements.
- Collaborated in professional team to solve workflow issues.
- Maximized productivity by analyzing protocols and identifying areas for improvement.
- Developed business, financial and analytical skills needed for career.
- Analyzed problems, identified solutions and made decisions.
- Completed research, compiled data, updated spreadsheets and produced timely reports.

**FRONT DESK OFFICER** 04/2013 to 09/2014

**RAMBOD OPTOMETRY CLINIC**, Port Harcourt, NG

- Reported facility and room maintenance problems to appropriate personnel for immediate remediation.
- Handled tasks and responsibilities for front office employees during periods of understaffing.
- Collaborated with team members to handle guest requirements from check-in through check-out.
- Maintained transaction security by verifying payment cards against identification.
- Oversaw fast-paced front desk operations and guests' needs at busy facility.

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## EDUCATION

**University of Port Harcourt**, Port Harcourt

**Bachelor of Science**, Geology, 11/2019

**Christian Council College**, Port Harcourt

WASSCE and NECO, 2012

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## CERTIFICATIONS

- Responsive web design - Freecodecamp
- Cybersecurity Training - Techcreek
- Advanced Penetration Testing Course - Cybrary

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## LANGUAGES

**English:**

C2

Proficient

**Igala:**

C2

Proficient