**OLIVIA**

**Email:** [**olivia.284260@2freemail.com**](mailto:olivia.284260@2freemail.com)

**PROFILE**

Electrical Electronics Engineer with over 5 years cumulative experience in project management. Ability to plan, organize, direct, coordinate and carry out project with little or no supervision. Good communication and team work skills; active participation in the development and actualization of project work. Excellent Computer skills including Microsoft Office/Exell, Oracle 11g, Internet Exploring, Power Point.

**EDUCATION**

Enugu State University, BSC Computer Science Education 2014

University of Agriculture, Markudi PGD Electrical Electronics Engineering 2010

Federal Polytechnic Kaduna HND Electrical Electronics Engineering 2005

Federal Polytechnic Nasarawa ND Electrical Electronics Engineering 2000

West African Examination Council WAEC 1996

**WORK EXPERIENCE**

**Sterling Bank Plc. No 2A Market road, Enugu. September 2015**

**Direct Sales Executive**

**Brent Investment Ltd, Block 11, Flat 12 “C” Close, FHA Estate Maitama, Abuja. January 2010 to 2013**

**Site Manager/ Accountant**

* Support the site Engineer in managing the site, defining strategies, goals, objectives and working plans and monitoring their implementation;
* Directly supervising the road rehabilitation project, facilitate, monitor the mixed materials and hard core hauled, Asphalt overlayed, the tonnages supplied and the outstandings;
* Develop quality control and quality assurance system in collaboration with existing personnel and systems and ensures related documentation and monitoring;
* Provide leadership and technical guidance on all site issues;
* Provide technical assistance in site management capacity building to field programs and monitor the site expenditure.

**Giovanna Engineering Services Ltd, Plot 48 David Ejoor Crescent Gudu Abuja. Aug. 2007 to April 2008**

**Technical Officer Assistant**

* Overhauling of Transformers.
* General maintenance of Electrical Installation.

**Oak Exclusive Designs Ltd, Lekki Phase 1, Lagos. Sept. 2005 to Sept. 2006**

**National Youth Service Corps**

* Personal Assistance
* Marketing Executive and Front Desk

**Nigerian National Petroleum Corporation (NNPC) Central Business District, Abuja 2002**

**Industrial Training**

* Project Office Suppervision
* Depot Inspection to Mosimi and Ejigbo Lagos

**INTERESRT**

* Volley ball game, Reading and Travelling

**PERSONAL INFORMATION**

* Date of Birth: March 7th 1981
* State of Origin: Anambra State, Nigeria
* Sex: Female
* Marital Status: Single
* Religion: Christianity