

# ELEKE PRECIOUS OLUCHUKWU

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## Professional Summary

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Enthusiastic and motivated young graduate of Chemistry with strong passion for web development and virtual assistance. Skilled in Full-stack Development keen on web development. Developing responsive websites, managing emails and creating graphical designs (GUI) with the use of python, eager to contribute to teams and leverage technical skills to design, build, and optimize web applications. Passionate about continuous learning and professional growth in the technology industry. Smart, organized and dedicated individual, driven by a compassionate heart and a strong sense of purpose. Possesses excellent organizational skills and a commitment to achieving measurable impact, always eager to help the team reach its desired goals.

## Education

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### Bachelor of Science in Chemistry

University of Uyo, Nigeria.

April 2023.

### Diploma in Science Laboratory Technology

Federal Polytechnic Unwana, Nigeria.

August 2017

### Senior Secondary School Certificate

Adventist Secondary School Ile-ife, Osun State.

June 2011

### First School Leaving Certificate

Down Town Academy School Aba, Abia State.

June 2004

## Work Experience

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Upwork | Remote

### Virtual Assistant / Email Manager

03/2024 – 09/2024

- Managing schedules, appointments, and calendar entries.
- Setting up calendar invites or reminders based on emails requests or updates.
- Drafting and sending emails, as well as managing customer interactions.

X-trim Research Laboratory

### Laboratory Technic

09/2017 – 09/2018

- Preparing and labeling samples for testing, ensuring proper handling and storage.
- Assist in preparation of sample specimens including reports.
- Analyzing samples using specialized equipment or chemical reagents.
- Conduct test on haemoglobin and faecal occult blood Test.

Glorious Throne Academy

### Class Teacher

01/2013 – 11/2015

- Taught subject matter based on informative complied from textbooks and other educational materials.
- Grade and evaluate student assignments and homework.
- Delivering lessons in a clear and engaging manner, ensuring that students understand key concepts.

## Certifications

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### Full-Stack Developer

Moat Academy Lagos, Nigeria.  
December 2024.

### Email Marketing Certified

Hubspot Inc.  
April 2024.

### Virtual Assistant and Customer Support

Freelance Coach  
April 2024.

## Projects

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Development of an Ecommerce website:

- <http://github.com/preciousseleke/flightapp2>
- <http://github.com/preciousseleke/formjass>

## Skills

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Microsoft Office, Python (Django/flask), Html, CSS, Bootstrap, JQuery, Email marketing, Web hosting, JavaScript, GitHub

**Soft Skills:** Communication, Organizational skills, Analytical thinking, Leadership and Teamwork

## Language

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English, Igbo and Yoruba.