

***Michelle Obinauju Ukegbu***  
***56 Moray Way Romford RM1 4YL***

Date of Birth: 23 rd March 1985

Mobile 07484161605  
Email-ohiamichelle@gmail.com

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***EDUCATION AND QUALIFICATION***

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2006 –2011: University of Abuja, Nigeria (B.Sc.Theatre Arts).

Level 3 Certificate in Supporting Teaching and Learning.

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***EMPLOYMENT SUMMARY***

- 2010/Feb - 2010/Dec: Manager at Zanzibar Restaurant, Asokoro Abuja Nigeria.
- 2011/Jan - 2011/Oct: Manager at Franc'esther Beauty Salon and Spa, Omega Centre Wuse 2 Abuja Nigeria.
- 2011/Nov-2012/October-NYSC (Social Studies, Home Economics and Literature teacher for JSS3,SS1 and SS2 students of Glorious group of schools international, Boigbolo Yenegoa Bayelsa State) note this was during my National Youth Service year.
- 2013/Jan - 2014/Sept-Personal Assistant to the CEO Dukwe Inc Ltd Nigeria
- 2014/Present: Self Employed Catering / Event Planning.
- 2024/2025; Sales Assistant JD Store

***SELF- MOTIVATION AND ENTHUSIASM.***

- I am excellent at carrying out my duties. During my service year I was assigned The artistic director of my Community Development Service group (CDS) (dance and drama). I formed a team and we wrote outstanding scripts and selected the right personalities for each of the roles.
- I have regularly catered for Events and Functions, Weddings, Birthday Parties, Naming Ceremonies.
- I have taken a keen interesting in personal fitness training. I enjoy combined strength and cardio training using Russian Kettlebells, performing exercises such as farmers walks, Swings, Military Press.

## ***COMMUNICATION***

- I possess an effective spoken and written form of communication which requires being able to express my ideas and views clearly, confidently and concisely in speech, tailoring my content and style to my audience and promoting free-flow communication.
- Working at DUKWE INC helped me polish my already developed telephone skills, presentation skills, persuading and negotiating skills, motivating and supporting skills, gathering information skills.

## ***TEAM WORKING***

- I am a self-motivated person who has a preference for working in teams within a fast paced environment. I have undertaken strategic roles ie event planning for organisation and private events.
- As part of my degree I was required to work in small group projects, regularly too schedules and deadlines. I am excellent at managing, delegating as well being a functional member of a group focused on tasks and ensuring that work is being done in a timely manner.

## ***COMPUTER SKILLS***

- I have acquired a basic knowledge and the ability to use computers and related applications / platforms ie internet, efficiently.
- I am proficient with Microsoft Word. I am interested in learning other program and trust my ability to learn new applications.