

# Resume

## Personal details

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**Name** Chukwunonso Noella Akaeme

**Email address** U1156572@uamail.usq.edu.au

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## Education

**Feb 2023- Present**

**University**

**University of Southern Queensland, Australia**

- Master of Data Science
- Course work includes: Machine Learning and Statistics

**Feb 2016 - Dec 2019**

**University**

**University of Cape Coast, Ghana**

- Bachelor of Business Administration (Human Resource Management)
- Graduated with Honors
- Coursework includes: Managing Workplace Diversity, Strategic Management, Corporate Governance and Psychology.

**Sep 2011 - Jul 2014**

**High School**

**Prestigious Madonna international arts and science secondary school, Abuja, Nigeria**

- WAEC Certificate
- School leaving Testimonial

## Employment

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**Jan 2021 - Mar 2023**

**Human Resource Office Aide (NYSC Personnel)**

**ECOWAS Parliament, Abuja, Nigeria**

- Aiding in Payroll processes, providing Senior Managers with required documentation for efficient data processing and payment.
- Keeping physical and electronic personnel files regularly updated for accurate records.
- Regularly updating Staff databases, reflecting current Staff information and data with the use of SAP.
- Aiding in formulating Staff Training needs with the use of Excel. Answering phone calls, transmitting messages and Sending out Emails. Keyboarding Information into Spreadsheets with the use of Microsoft Excel. Utilizing standard office equipment, making photocopies; performing data entry; scanning documents; typing; and word processing.
- Preparing Internal Memos on demand by Senior Managers.
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**Dec 2019 - Feb 2020**

**Restaurant Cashier**

**La Pasha Restaurant, Accra, Ghana**

- Accepted customer orders at the counter.
- Received payments and presented change to customers.

- Appealed to impatient customers, especially during rush hours.
- Managed the register, including all credit card and cash operations.
- Ensured a balance of the register at the end of my shift.

## Skills

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**SPSS**

**Python Programming**

**R Programming**

**SAP HR**

**Meticulous approach to data collection and presentation**

**Teamwork; Collaborative task performance**

**Verbal and Written communication**

**Proficiency in Microsoft Word**

**Proficiency in Microsoft Excel**

**Administrative Skills**

**Time Management**

**Report Writing**

## Languages

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<b>English</b>	Fluent
<b>Igbo</b>	Fluent
<b>French</b>	Beginner

## Hobbies

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- Singing
- Videography and editing
- Poetry writing
- Playing the Badminton

## Qualities

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- Interpersonal skills
- Attention to detail

- Critical thinking and analysis
- Drive and determination
- Emotional Intelligence
- Willingness to Learn

## References

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**Mr. Mouhoumoud Yahiya**

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**Miss. Josephine Donkubari**

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