

GLORY CHIDINMA CHIBUIKE

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🔗 evergreen992.github.io/Portfolio-Website

PROFESSIONAL SUMMARY

Analytical and detail-oriented Computer Science graduate with hands-on experience in data management, database systems, and cloud-based operations. Proficient in leveraging Microsoft Office Suite, Google Workspace, and cloud platforms to enhance data accuracy, streamline reporting, and improve process efficiency. Skilled at supporting IT infrastructure and productivity systems, with a strong interest in IT support, digital transformation, and business automation solutions. Recognized for problem-solving ability, adaptability, and commitment to driving operational excellence through technology.

SKILLS

Database Management (Microsoft Access)

Data Analysis & Reporting (Excel, Google Sheets)

Excel Reporting Analysis, Spreadsheet Automation, Data Entry and Validation, Performance and Tracking Dashboard

Additional Strengths

Attention to Detail, Organized, High-Level Confidentiality, Time Management, Executive Communication Support, Proactive, Reliable, Strong Analytical Thinking

Google Workspace and Microsoft 365

Proficiency in Docs, Sheets, Drive, Gmail, Calendar, Word, Excel, Access

Cloud Computing (Beginner Level)

Core Competencies

- Computer operations and ICT knowledge
- Internet and digital expert
- Data Accuracy, Validation & Documentation
- Good communication and Team Collaboration
- Smart and professional appearance
- Ability to motivate and guide people
- Quick learner and adaptable to new teaching environments
- Executive and Administrative Support
- Public Health Data Management & Monitoring

PROFESSIONAL EXPERIENCE

01/2026 – Present
Ibadan, Oyo State

Automation, Data & Cloud Operations Support (Remote)
Scotlux Digital Services

- Built Excel and Google Sheets sales performance dashboards with automated KPIs, formulas, and performance tracking for structured reporting.
- Designed and implemented a structured Microsoft Access database system with tables, forms, queries, and reports to enable efficient data entry, validation, retrieval, and analysis while ensuring data integrity and reducing redundancy.
- Developed scheduled reporting system using Google Apps Script and Gmail to generate and send performance summaries automatically.

- Designed and implemented a dynamic certificate generation workflow using Google Sheets and Docs template, enabling bulk creation of personalized certificates and reducing manual processing by over 70%.
- Structured and managed shared Google Sheets and Docs environments with controlled access permissions, and real-time collaboration workflows to improve team productivity and document accuracy.
- Built an automated lead capture system using Google Forms, Google Sheets, Gmail, and integrating with Make.com to trigger status updates, enabling real-time data collection, auto-notifications, and structured lead tracking.
- Designed structured cloud-based (Google Drive and OneDrive) file architecture with defined access permissions to ensure secure, and organized document management.
- Maintained high standards of data accuracy and structured documentation, relevant for quality monitoring environments

01/2021 – 12/2025
Ibadan, Oyo State

Sales Representative

Obi-Max Classic Collections

- Managed and analyzed operational data using Excel and structured systems, improving data accuracy and reporting reliability by 55%
- Supported business operations by coordinating workflows and improving process efficiency and structure
- Assisted in training new staff, supporting mentoring and guidance abilities.
- Exhibited strong attention to detail, reliability, and professionalism in managing business information and administrative processes.
- Managed multiple responsibilities at once, including stepping in for absent colleague when needed, showing reliability, time management, and ability to multitask.
- communicated effectively with customers and suppliers, developing strong verbal and written communication skills.

05/2019 – 08/2020
Ibadan, Nigeria

Class Teacher

E-Class International Model School

- Taught and managed a combined Primary 2 and Primary 3 classroom, delivering lessons across multiple subjects including English language, Mathematics, Basic Science, Home Economics, Social Studies, and other class subjects.
- Prepared lesson notes and teaching materials in line with the school curriculum, for daily classroom activities.
- Assessed pupils through assignments, classwork, and tests.
- Organized and supervised classroom and school activities, including morning devotion, Hygiene/Health talk and Sports, and graduation activities.
- Managed classroom behavior and ensured effective learning.

10/2012 – 04/2019
Umuahia, Abia State

Office Administrative Assistant

Abia State Agency for the Control of HIV/AIDS (ABSACA)

- Managed Monitoring & Evaluation (M&E) databases, ensuring accurate data entry, validation, and reporting of health indicators
- Streamlined administrative workflows by leveraging time-saving tools including Gmail, Microsoft Word, Excel, and OneNote resulting in 35% improvement of daily productivity.
- Supported public health programs reaching 1000+ beneficiaries, contributing to data-driven decision-making and program effectiveness

- Handled sensitive health-related information with strict confidentiality and professionalism, ensuring 100% compliance with data protection.

07/2011 – 08/2012
Umuahia, Abia State

Data Processing Officer

Danny's Digital World

- Verified and updated user profiles across multiple web platforms, ensuring adherence to data quality and compliance standards.
- Implemented digital documentation processes and administrative operations.
- Maintained structured record systems, both physical and digital records that enhanced data retrieval efficiency by 35%-40% while safeguarding data integrity.

EDUCATION

10/2013 – 02/2018
Umuahia, Abia State
Nigeria

B.Sc in Computer Science

Micheal Okpara University of Agriculture, Umudike

10/2010 – 05/2011
Umuahia, Abia State
Nigeria

Diploma in Computer Operations

St Antony's Comprehensive School

CERTIFICATES

- IBM Coursera- Introduction to Cloud Computing [↗](#)
- Microsoft Coursera- Cloud Computing Essentials with Azure Management [↗](#)
- Coursera- Getting started with Microsoft Office 365 [↗](#)