

GOLD SOMMA OKANUMEE

CONTACT

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PROFILE

A creative and enthusiastic Anatomy graduate with a strong academic foundation in human biology, health sciences and research methodology. Skilled in teaching, tutoring and simplifying complex ideas for learners of different levels. Demonstrates exceptional interpersonal communication, administrative management and customer service abilities. Experienced in supervising learning environments, handling digital tools and managing organizational tasks with accuracy. Passionate about continuous improvement, knowledge sharing and applying scientific expertise to real world and professional settings.



WORK EXPERIENCE

Ever Giant Step Enterprise - Anambra

SEPT 2023 - AUG 2025

Operations Assistant

- Customer service and communication - Dealing with different clients daily.
- IT and Technical skills - Troubleshooting, typing, handling software/tools.
- Organization and Multitasking - Balancing payments, customers needs and technical work.
- Accuracy and Attention to details - Printing, Scanning, records.

Heroes Academy - Kaduna

JAN 2019 - FEB 2021

Class Instructor and Form Mistress

- Enhanced students outcome by improving exams performances and language proficiency.
- Implemented literacy and reading initiatives to foster a culture of learning.
- Coordinated with parents and guardians to support academic and personal development of students/ wards.



EDUCATION

Bachelors of Science - ANATOMY

2021 - 2025

Majors: Gross Anatomy, Histology, Research Methodology

Chukwuemeka Odimagu Ojukwu University, Anambra

- Studied the structure and functions of the human body
- Developed strong analytical and scientific skills

Interim and Joint Matriculation Board

2018 - 2019

College of Education, Kafanchan

West African Examination Council

2009 - 2015

Zika's Destiny International School

- Basic formal education

SKILLS

- Strong Communication
- Creative Thinking
- Teaching / Training
- Writing and Branding
- Administrative Management
- Customer/ Client Interaction
- Adaptability to Change
- Health awareness / Self advocacy
- Professional Voiceover artiste

TECHNICAL SKILLS

- Basic IT support
- Google workspace
- Microsoft Office Suite
- Data Entry and Documentation

LANGUAGES

- English (Proificient/Fluent)
- Igbo (Native)
- Hausa (Basic)

CERTIFICATIONS

- Basic Human Health and Anatomy = COOU
- Online Teaching and Class Management Certification - Alison
- Virtual Assistant Certification - ALX
- Comprehensive guide for voiceover artiste - Alison

TRAININGS AND WORKSHOPS

- Basic Health Education and Community Health Awareness Training
- Molecular Docking Workshop
- Public Speaking Workshop
- Voice Trainings and Voiceover Fundamentals Workshop
- Effective Classroom Management and Learner Engagement Training

VOLUNTEER EXPERIENCE

- Organized study groups ahead of examinations
- Provided academic guidance and mentoring support
- Charity Fundraiser for Orphanage
- Volunteer English Tutor for School
- Planning Committee member for SUG Trade Fair

PROJECTS AND ACHIEVEMENTS

- Developed structured study guides that improved student comprehension.
- Assisted in organizing community health awareness sessions
- Provided peer tutoring support before university examinations.
- First place - ASSON Quiz competition (2024)
- Award of Honor - SUG Treasurer (2025)

KEY COMPETENCIES

- Strong Verbal and Written Communication
- Research Analysis and Documentation
- Team Collaboration and Leadership Support
- Teaching facilitation and Mentoring

PROFESSIONAL HIGHLIGHTS

- Adaptable and Quick Learner in New Environments
- Ability to Simply Complex Information for Diverse Audiences
- Proven Experiences in both Educational and Administrative Settings
- Strong Organizational and Time Management Skills