

NWANEBO UCHE ELVIS

Researcher | Office Manager | Personal Assistant | Digital & B2B/2C Communicator | AI Integrator

📍 Mainland, Lagos, Nigeria

✉️ elvisinity@gmail.com

☎️ +234 802 889 4528

🏠 State of Origin: Imo State | LGA: Aboh Mbaise |

📅 Date of Birth: 19 September 1989

Professional Summary

Results-oriented Office Technology and Administration professional with over 18 years of work experience, including more than 10 years of service at Yaba College of Technology. Combines strong registry and office-management practice with growing expertise in business-to-business communication, workplace automation, and artificial intelligence integration. Affiliate Member of the London School of Digital Business (LSDB), UK. Trained AI Integrator (LSDB UK and Qubit Dynamics). Recognised in 2025 for Outstanding Performance under the Registry Department, Yaba College of Technology. Builds practical systems that make research, documentation, correspondence, and workplace workflows faster, clearer, and more professional.

Core Competencies

- Office Technology and Management
- Registry administration and records handling
- Business-to-Business (B2B) writing and communication
- Personal assistance and executive support
- Workplace automation and process improvement
- AI integration into research and office workflows
- Research writing, documentation, and publication support
- Web fundamentals and digital productivity tools
- Stakeholder correspondence and service delivery

Work Experience

PERIOD	ORGANIZATION	POST	KEY DUTIES
2026 – Present	Yaba College of Technology — Bursar's Office (Bursary Unit)	Confidential Secretary II (Senior Non-Teaching Personnel)	1. Provide confidential secretarial and administrative support; handle correspondence, documentation, scheduling and records; support office management and service delivery; apply office technology to improve workflow.

2020 – 25	Yaba College of Technology — Personnel Records (Registry)	Chief Clerical Officer	1. Maintained personnel records and registry files; handled correspondence, records retrieval and service support; assisted official writing and internal communication; used digital and AI-assisted tools for documentation; received Outstanding Performance Award (2025), Registry Department.
2015 – 19	Yaba College of Technology — Department of Office Technology	Clerical Officer (Junior Non- Teaching Cadre)	1. Provided clerical and office-management support; handled departmental records and correspondence; supported lecturers and departmental operations.
2014	Yaba College of Technology — Department of Food Technology	Administrative / Clerical Support	1. Began College service; supported office documentation, filing and general administration.
2010 – 14	Altech West Africa Limited, Ilupeju, Lagos	Examiner Packer	1. Examined finished products for quality and quantity; packed cards and paper products to specification; sorted and cartoned items for dispatch; checked labels and batch details; reported damaged or incomplete packs; kept the packing area organised and secure.
2008 – 10	Kaycee Educational Consults, Palmgroove, Lagos	Office Assistant, later Research Assistant	1. Started as Office Assistant handling filing, correspondence, reception and clerical duties. Progressed to Research Assistant, supporting document research, report preparation, record organisation and project coordination.
2006 – 08	Chuks and Ada Nwaogwugwu Chambers, Ilupeju, Lagos	Office Assistant	1. Provided clerical support in a legal chambers; filed documents and client records; handled photocopying and basic document processing; received visitors and calls; dispatched mails and legal documents to clients across Lagos metropolis.

Education

▪ Higher National Diploma (HND) Office Technology Management - Yaba College of Technology, Yaba, Lagos	In Progress
▪ National Diploma (ND) – (Upper Credit) Office Technology Management - Yaba College of Technology, Yaba, Lagos	2024
▪ West African Examination Council (WAEC) Agbayewa Memorial College, Ilupeju, Lagos	2012
▪ Senior Secondary School Leaving Certificate Baptist High School, Obanikoro, Lagos (SSCE)	2006

Professional Memberships and Affiliations

- Affiliate Member, London School of Digital Business (LSDB), UK
- Google-trained digital skills exposure (as applicable to workplace tools)

Certifications and Professional Training

- **Certificate in Artificial Intelligence (AI) for Smarter Research**
Qubit Dynamics (2024)
- **Trained AI Integrator**
London School of Digital Business (LSDB), UK and Qubit Dynamics
- **Certificate in Business-to-Business Writing**
Centurion Academy (2024)
- **Workshop on Mastering Research Writing and Publication**
Centre for Research Support and Grants Management (CRSGM), YABATECH (2025)
- **Introduction to Web Development**
Code Lagos (2018)
- **Service Entrepreneur Training**
Abimbola Foundation in conjunction with the U.S. Consulate (2018)

Awards and Recognition

- **Outstanding Performance Award (2025) (YABATECH)**
2nd Annual Distinguished Service Lecture and Awards, Registry Department, Yaba College of Technology
- **Service Entrepreneur Recognition**
Abimbola Foundation in conjunction with the U.S. Consulate (2018)

Research and Practice Interests

- Office Technology and modern workplace systems
- Business-to-Business (B2B) communication and professional writing
- Automation of administrative and research workflows
- Artificial intelligence in the workspace
- Management, service delivery, and institutional administration
- Applied research writing and publication support
- Data analysis
- eForm formulation and online form design
- Research Questionnaire Formulation and building