

# MARVELLOUS LEDILO LEESI

Agip, Port Harcourt, Rivers State

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## Experience

- C. V. Georgewill & Co., Port Harcourt, Rivers State** January 2025 - December 2025  
Secretary
  - \* Filled court processes
  - \* Drafted minute of meetings
  - \* Draft letters and reply to letters
- Celebrity International School, Mgbuosimini, Port Harcourt, Rivers State** September 2023 - November 2024  
Teacher
  - \* Prepared lesson note for students.
  - \* Tutored the students.
  - \* Prepared test and exam questions and marked same.
  - \* Organized social activities for students.
- Community Secondary School, Otuoke, Bayelsa State** September 2022 - June 2023  
Teacher (NYSC)
  - \* Prepared lesson note for students.
  - \* Tutored the students.
  - \* Prepared test and exam questions and marked same.
  - \* Organized social activities for students.
- New Idea Travels and Tours, Port Harcourt, Rivers State** September 2021 - March 2022  
Customer Service Representative
  - \* Answer customers' calls, emails and other communication channels in a timely and professional manner.
  - \* Assist customers for travel arrangements.
  - \* Typed and printed documents.
- Community Secondary School, Rumuekini, Obio Akpor, Rivers State** July 2021 - August 2021  
Teacher (Teaching Practice)
  - \* Prepared lesson note for students.
  - \* Tutored the students.
  - \* Prepared test and exam questions and marked same.
  - \* Organized social activities for students.

## Education

- Ignatius Ajuru University of Education, Port Harcourt, Rivers State** 2021  
B.SC.ED Social Studies
- Government Secondary School, Kpor, Gokana, Rivers State** 2017  
WASSCE
- Glad Academy, Port Harcourt, Rivers State** 2009  
FSLC

## Skills

- Communication
- Critical Thinking
- Team Work
- Time Management
- Microsoft Application Packages

- Problem Solving

## Certification

- **MacNel Consult Ltd**  
Certificate in Health, Safety and Environment 2023
- **MacNel Consult Ltd**  
Certificate in Human Resource Management 2023
- **MacNel Consult Ltd**  
Certificate in Customer Service 2023

## Reference

- Available upon request.