

Rita Adaeze

8 White Oak Drive, Ikeja Estate Star – Lagos Nigeria

Objective To obtain an internship to enhance my skills in my field of study and community services.

Education **Bachelor of Arts**, Expected Graduation – June 2019
University of Lagos – Akoka

Qualifications Summary

- Ability to write and proof read various types of documents.
- Ability to settle in a working environment as per required.
- Excellent communication skill.
- Experience in the field of fundraising.

Computer Skills

- Experience with both PC and Macintosh Computers.
- Proficient in Microsoft office and Internet handling.

Pre-Professional Experience

Leadership Experience

- Have worked as volunteer in an all-campus awareness campaign against women violence.
- Have led group discussions on various social issues i.e. teen intervention, abortion, etc.
- Initiated a campaign to outreach remote areas of migrants to make them aware of the importance of higher education.

Organizational Experience

- Planned and scheduled siblings' responsibilities when parents were working.
- Helped cooperate the Kings High School food drive:
 - Raised ₦1500 cash donation.
 - Planned and distributed 800 food cans to targeted populations.

Referees

Available upon Request