



TERUNGWA ROY SHAAPERA

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CAREER OBJECTIVE

To secure a position at an organization that offers me the requisite skills and pathway for career development as I am open to accept new opportunities, adapt to the evolving workplace practices and work in the best interest of my employer. To equally use the organization facilities and work cooperatively with the existing staff in order to achieve the management goals.

EDUCATIONAL INSTITUTIONS ATTENDED/QUALIFICATIONS:

2006 – 2008 Mount La Salle College Naka, Benue State, Nigeria
(**Secondary School Certificate Examination (S.S.C.E) WAEC & NECO**)

2008 – 2012 Benue State University, Makurdi, Benue State, Nigeria. (**B.A. English and Literary Studies**)

2015 – 2016 University of Bedfordshire, Bedford, Bedfordshire. United Kingdom.
(**MA. English Literature**)

2017 – Date: Dublin Business School, Dublin. Ireland. (**LLB (Bachelor of Laws)**)

WORK EXPERIENCE

2010 - 2012: Administrative officer/Typist; Emmanuel Schools, Makurdi, Benue State. Nigeria.

- Responsibility for reception and meeting rooms logistics
- Organising office systems including job files, archiving, scanning and administrative support
- Producing, photocopying and binding reports and applications
- Managing telephone calls

2012 – 2015: Trainee Secretary, STM Engineering Nigeria Limited. Benue State, Nigeria.

- Assist keeping the registers of the organisation up to date.
- Assist the planning and organising the Annual General Meeting (A.G.M). This could be organised with the assistance of other committee members or there could be a working/sub-group set up specifically for A.G.M.'s.
- Sending the annual return to the Companies Registration Office and any other relevant papers.
- Keeping minute books and action points.
- Preparing reports for the Management Team
- Deal with daily queries and requests from clients, auditors and visitors.

2015 – 2016: Member of Literary Team; Luton Writers Club. Luton, Bedfordshire. UK.

- Working closely with editors and teams in production of literary content across a range of titles.
- Suggest innovative ideas for engaging content.
- Updating web sites as directed.
- Supporting the writers' team, by helping with the planning and workflow of literary work.
- Communicating with and working closely with both the editorial and writing teams
- Performing other tasks as instructed.

2016: Customer Assistant: Shell London/Luton Airport, Luton, Bedfordshire. United Kingdom. (Part-Time)

2018 – 2019: Customer Assistant: Euro Spar, Measktown. Finglas, Dublin. Ireland.

- Show a positive attitude and take responsibility for ensuring customers receive an excellent shopping experience
- Deal with all customer queries efficiently, professionally and consistent with store policy
- Merchandise shelves, ensuring that all areas of the store are presented to the highest standard
- Engage with new initiatives and embrace new ways of working.

2019: Editorial Intern, (Unpaid) GCN, Dublin, Ireland.

- Assist with the preparation of files as requested under GDPR
- Updating web sites as directed.
- Provide editorial supports as required to the editorial team.

2019: Member of Dublin Business School Law Society.

INTEREST: Independent Research, Politics, Social/Psychological discuss, Post-Colonial Literatures, Crime Fiction, Playing Basketball, and Travelling.

TECH SKILLS: Advanced user of Excel, WordPress, Microsoft Office, PowerPoint, Outlook and Social Media Handles.

REFEREES

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Dublin Business School

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