

WONUKURU HOMACHIMENUM FAVOUR

 Rivers State, Nigeria

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EXECUTIVE SUPPORT | OPERATIONS | AI-ENABLED PRODUCTIVITY

Proactive, highly organized operations-focused professional with experience supporting clinical operations, research, documentation, and AI-assisted digital projects. Recognized for identifying problems before they become costly, improving workflows through initiative, and delivering accurate work with minimal supervision. Strong written communicator who enjoys creating structure, protecting people's time, and helping teams operate efficiently. Currently pursuing a Bachelor of Medical Laboratory Science while building a career in executive support and operations.

CORE CAPABILITIES

- Executive & Administrative Support
- Calendar & Task Coordination
- Graphics Designing
- Research & Brief Preparation
- Documentation & Record Management
- AI Productivity Tools (ChatGPT, Google Workspace)
- Process Improvement
- Business & Report Writing
- Written Communication
- Problem Solving
- Confidentiality & Professional Judgment

PROFESSIONAL EXPERIENCE

Clinical Operations Intern

University Teaching Hospital, Port Harcourt (*Clinical Placement*)

- Supported daily laboratory operations by organizing specimens, maintaining documentation, and ensuring smooth workflow across routine clinical activities.
- Identified an unlabeled patient specimen before processing and immediately escalated the issue, helping prevent a potential identification error.

- Anticipated routine operational needs without waiting for instructions, contributing to efficient day-to-day laboratory activities.
- Maintained strict quality, safety, and infection-prevention standards while working in a fast-paced environment where accuracy was essential.
- Collaborated effectively with healthcare professionals while handling sensitive information with professionalism and confidentiality.

Freelance Writing, Research & Digital Projects

- Produced business documents, reports, website content, and research-based articles tailored to client objectives and target audiences.
- Contributed written research to an AI-focused productivity project designed to help entrepreneurs, students, freelancers, and business owners make better operational decisions.
- Completed transcription and data annotation assignments requiring consistency, attention to detail, and confidentiality.
- Managed multiple deadlines simultaneously while maintaining clear communication and dependable delivery.

LEADERSHIP & INITIATIVE

Student Laboratory Team Support

- Helped coordinate routine laboratory responsibilities during internship activities by organizing work areas, preparing materials, and supporting smooth daily operations.
- Proactively identified workflow issues before they affected operations and communicated observations appropriately.
- Encouraged collaborative problem-solving and shared responsibility within team activities.

EDUCATION

Bachelor of Medical Laboratory Science (In Progress)

Rivers State University, Port Harcourt, Nigeria

Expected Graduation: 2028

PROJECTS

Human Behaviour Research Project

Conducted independent research into analytical decision-making and human behaviour, producing structured findings through evidence-based analysis, organized documentation, and professional report writing.

Company Graphics Re-branding Project

Conducted independent graphic design project which included; logo, Banner, Poster, and Promotional Contents. This project required analytical decision-making and studied human behaviour towards content engagement. I produced a good graphics for this brand.

TOOLS

Google Workspace • Microsoft Office • ChatGPT • Research Tools • Documentation Systems • Canva • CapCut

LANGUAGES

English (professional)