

UDIA, JULIANA PIUS

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Professional Summary

Highly organized and detail-oriented Contract Administrator Officer with experience supporting contract documentation, office operations, and stakeholder coordination in fast-paced environments. Adept at managing confidential records, maintaining accurate documentation, and providing professional administrative support to management and clients.

Professional Experience

Contract Administrator Officer

Myke Efejia & Co

Akwa Ibom State, Nigeria

2021-2025

- Served as a key administrative contact for clients, vendors, and internal stakeholders regarding contract-related matters.
- Managed contract documentation, correspondence, and record-keeping in compliance with organizational policies.
- Maintained organized filing systems for contracts and confidential documents.

Marketing & Office Coordinator

Urbansize Fashion House

Akwa Ibom State, Nigeria

2020-2021

- Handled customer inquiries and maintained a professional reception area
- Coordinated daily office activities and assisted with record keeping
- Supported inventory documentation and sales reporting
- Strengthened customer relations through effective communication

Administrative Intern

Aruban Specialist Hospital

Cross River, Nigeria

2029-2020

- Assisted with front desk reception and patient record management
- Managed scheduling and internal communications
- Supported administrative staff with documentation and data entry

Education

Akwa Ibom State Polytechnic,
Higher National Diploma (HND)
Science Laboratory Technology (Biochemistry)

Akwa Ibom State, Nigeria

June, 2019

Akwa Ibom State Polytechnic,
National Diploma (ND)
Science Laboratory Technology

Akwa Ibom State, Nigeria

February, 2016

Eastern Commercial Secondary School
Senior Secondary School Certificate (SSCE)

Calabar, Nigeria

July, 2012

First School Leaving Certificate (FSLC)

Calabar, Nigeria. 2006

Professional Certification

- Licensed Member,
Nigerian Institute of Science Laboratory Technology (NISLT)
2020
- NATIONAL YOUTH SERVICE CORPS (NYSC)
Oke-Ila Grammar School, Oke-Ila Orangun, Osun State
March 2020 – February 2021

Skills

- Administrative Operations & Office Management
- Strong Verbal and Written Communication Skills
- Problem-Solving and Decision-Making Skills
- Critical Thinking and Analytical Skills
- Multitasking and Time Management Abilities
- Team Collaboration and Interpersonal Skills
- Office Administration & Operational Support
- Effective Communication & Stakeholder Engagement
- Problem Solving & Process Improvement
- Critical Thinking & Analytical Reasoning
- Multitasking & Time Management
- Team Collaboration & Relationship Building