

Results-driven Business Administration graduate with over 2 years of experience supporting business operations, coordinating cross-functional projects, and collaborating with stakeholders to improve organisational performance. Skilled in reporting, process improvement, and administrative coordination while developing in data analysis, with strong communication and presentation abilities. Eager to contribute analytical and operational skills while training to be a well-rounded business leader.

Skills

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| <b>Core Competencies</b> <ul style="list-style-type: none"><li>• Business Operations &amp; Process Improvement</li><li>• Administrative &amp; Project Coordination</li><li>• Performance Reporting &amp; Data Analysis</li><li>• Strategic Planning Support</li><li>• Cross-functional Collaboration</li><li>• Client Interfacing &amp; Relationship Management</li><li>• Stakeholder &amp; Program Management</li><li>• Scope, Schedule, Resource &amp; Budget Management</li><li>• Team Management</li></ul> | <b>Tools &amp; Communication</b> <ul style="list-style-type: none"><li>• Microsoft Office &amp; Google Suite</li><li>• Presentation &amp; Facilitation Skills</li><li>• Analytical &amp; Problem-Solving Skills</li><li>• Jira, Trello, Asana, ClickUp, Notion</li></ul> |
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Experience

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| <b>Katwig Kare Foundation</b>   <i>Volunteer Project Manager</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Lagos, Nigeria</b>   02/2023 – Present |
| <ul style="list-style-type: none"><li>• Managed a ₦735,000 project budget, monitored expenditures, prepared progress reports for stakeholders, and coordinated a four-member team to successfully deliver healthcare outreach services to over 507 women and girls.</li><li>• Prepared project reports, tracked implementation progress, and communicated updates to stakeholders to support informed decision-making.</li><li>• Coordinated logistics, schedules, and resource allocation to ensure timely execution of community programmes.</li><li>• Identified operational challenges and implemented practical solutions that improved project delivery efficiency.</li></ul>                                                                                                                                                      |                                           |
| <b>Gooro Consulting Limited</b>   <i>Project and Operations Consultant</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Lagos, Nigeria</b>   08/2023 - 11/2023 |
| <ul style="list-style-type: none"><li>• Served as the primary client contact for multiple consulting engagements, partnering with business stakeholders and technical teams to coordinate project implementation, resolve issues, manage risks and dependencies, and maintain strong client relationships throughout delivery.</li><li>• Developed project kickoff presentations, client workbooks, agendas, project schedules, meeting minutes, and implementation documentation while coordinating project kickoff sessions with internal teams and clients.</li><li>• Managed the implementation of a corporate website project from discovery through deployment, facilitating scope discussions, schedule planning, stakeholder communication, resource coordination, and client approvals to ensure successful delivery.</li></ul> |                                           |
| <b>Gooro Consulting Limited</b>   <i>Product/ Operations/ Project Management Intern</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Lagos, Nigeria</b>   05-2023- 07/2023  |
| <ul style="list-style-type: none"><li>• Interned as the Agile Project Manager/Scrum Master, acting as the conduit between business stakeholders and the implementation team by facilitating sprint planning, daily stand-ups, backlog refinement, issue resolution, and project communication throughout implementation.</li><li>• Supported program initiatives and assisted in client retention by managing feedback loops and addressing client concerns promptly.</li><li>• Ensured clear cross-departmental communication, contributing to efficient operations and continuous improvement in learning delivery.</li></ul>                                                                                                                                                                                                          |                                           |

Education

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| <b>University of the People</b>   <i>Bachelor of Science in Business Administration</i> | <b>California, US</b> |
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Certifications

- Google Project Management Certification

References

Available on request.