

NITA DANIEL

Operations Coordinator

Lekki, Lagos, Nigeria. | 2347052801458 | nielanita@gmail.com | linkedin.com/in/nita-daniel

PROFESSIONAL SUMMARY:

Early-career operations professional with cross-sector experience delivering structured workflows, data verification and executive-level administrative coordination. Demonstrated ability to design lifecycle workflows, align decentralized stakeholder matrices and author executive communications routed to senior leadership. Skilled in operations management, process documentation, risk management and cross-functional coordination. Seeking an Operations Coordinator role to apply process design and stakeholder alignment skills to improve operational reliability.

WORK EXPERIENCE:

Technical Data Consultant & Content Strategist, Nov 2024 - Jan 2025

Contract & Project Consultancies.

- Led data quality verification and mapping protocol initiatives to establish consistent standards across content pipelines, improving traceability of creative assets from intake to delivery.
- Designed workflow structural architecture and documented lifecycle stages, outlining full lifecycle creative developments to standardise processes and accelerate stakeholder onboarding.
- Implemented mapping protocols to align data inputs with content outputs, increasing transparency for downstream teams and reducing ambiguity in handoffs.

Project Manager & Executive Assistant, Feb 2025 - May 2025

Independent High-Profile Talent Management.

- Spearheaded scale coordination across a decentralized talent network, structuring and aligning a stakeholder matrix to clarify responsibilities and reduce coordination gaps.
- Directed principal support operations, managing executive scheduling, correspondence and priority escalation to secure timely decision-making for client engagements.
- Implemented risk mitigation protocols and checkpoint reviews for active projects, instituting contingency planning that preserved delivery timelines and client commitments.

WORK EXPERIENCE CONTINUED:

IT & Administrative Coordinator

June 2025 - June 2026

Nigerian Army School of Finance and Administration (**NASFA**).

- Authored and processed formal internal administrative memorandums, official asset procurement requests and tactical briefs routed directly to senior leadership and the Commandant, enabling informed decision-making at command level.
- Optimised administrative processes by documenting end-to-end procedures for correspondence and asset deployment, reducing processing ambiguity and accelerating approvals.
- Directed IT asset deployment and maintenance coordination to ensure operational availability of systems for executive offices and training units.

EDUCATION:

BSc in Physical Education, Olabisi Onabanjo University, 2024.

MASTERS in Business Administration, Ambrose Alli University, 2026.

SKILLS:

Data Quality Verification | Workflow Structural Architecture | Mapping Protocols | Executive Correspondence | Asset Deployment Coordination | Operations Management | Process Documentation | Risk Management | Communication | Leadership | Cross-functional Coordination.

CERTIFICATIONS:

ALX Virtual Assistant Professional Certificate - ALX (2024);

National Youth Service Corps Certification - NYSC (2026);

Advanced Digital Infrastructure & Technical Systems Certificate —
The Nigerian Army School Of Finance And Administration (2026).