

PEACE ONUOHA

Lagos, Nigeria | +234 705 379 2276 | onuohapeace689@gmail.com | Open to Remote Opportunities

Dedicated Data Analysis and Administrative professional with a strong track record of optimizing organizational workflows and ensuring data integrity. Expert in transforming complex datasets into actionable insights using Power BI and Advanced Excel. Proven ability to lead administrative operations, maintain meticulous documentation, and support senior leadership through accurate, data-driven reporting.

CORE COMPETENCIES

- **Administrative Leadership:** Workflow Coordination, Process Improvement, Strategic Operational Planning.
- **Data Management:** Advanced Excel (Dashboard Design, PivotTables), Power BI Visualization, Data Integrity.
- **Documentation:** Record-Keeping, Reporting Standards, Audit Readiness, Information Accuracy.
- **Collaboration:** Cross-Functional Team Support, Management Reporting, Internal Compliance.

PROFESSIONAL EXPERIENCE

Administrator

Tender Heart School | Lagos, Nigeria | 2025

- Oversee daily administrative operations and organizational workflows, ensuring seamless coordination across all departments.
- Manage and maintain accurate institutional databases, achieving a zero-error standard for data entry and record-keeping.
- Prepare structured management reports that translate operational data into clear summaries for senior leadership decision-making.
- Develop and implement new documentation standards to strengthen institutional reporting and ensure full compliance with internal policies.
- Coordinate departmental resources and communication to ensure organizational goals are met efficiently and on schedule.

Administrative & Data Support Professional

Christ Embassy Headquarters | Lagos, Nigeria | 2018 – Date

- Maintains high-integrity records across multiple departments, ensuring consistent data standards for large-scale headquarters operations.
- Analyzes departmental operational data to identify efficiency opportunities and provide actionable insights to management.
- Led the modernization of documentation processes, reducing administrative errors through more rigorous record-keeping systems.
- Develops and maintains internal tracking tools in Microsoft Excel to support trend analysis and real-time operational monitoring.
- Provides broad operational support, managing correspondence and coordinating workflows in a complex, multi-department environment.

PROFESSIONAL CERTIFICATIONS

- **Business Email** — HP LIFE
- **Data Presentation** — HP LIFE
- **Introduction to Finance** — Alison
- **Customer Experience** — HP LIFE

EDUCATION

Bachelor of Arts: Linguistics and Language

Federal University, Oye Ekiti | 2020 – 2024

Professional Education

Specialized Training — Data Analysis, Microsoft Excel & Power BI | 2024 – Present