

SUMMARY

I am a certified non-profit consultant, project specialist, grant administrator, and social entrepreneur with over 10 years of experience coordinating and managing complex projects across diverse geographies. With a strong background in people management, program management, and community engagement, I possess excellent critical thinking, decision-making, and communication skills. I am a creative problem solver and team player, capable of motivating team members to achieve and deliver results. My ability to work independently and adapt to changing priorities makes me an asset to any dynamic team. Additionally, I hold a Master's degree in Public and International Affairs.

CERTIFICATIONS

i.	ENACTUS	
	People management for Non-profit	2014
	Baseline Study for effective project Implementation	2015
ii.	Prince2 Foundation & Practitioner	
	Project Management in an enclosed environment	2018
iii.	International Schools Management	
	Critical Thinking and Creative Problem Solving	2019
iv.	Lagos Business School (LBS)	
	Driving Innovation and Business Development	2019
	Non-profit Management for Senior Executives	2021

WORK EXPERIENCE

Program Coordinator - Heifer International

AYuTe Africa Challenge – February 2022 - date

The AYuTe Africa Challenge is an enterprise development program initiated by Heifer International to, nurture, and support innovative, relevant, and technology-driven Agric-centric enterprises to grow, scale and support smallholder farmers in Africa. I am directly responsible for

- Develop project management work plans, coordinate and monitor project activities, and ensure timely progress reporting.
- Coordinate periodic meetings of a 12-member advisory committee, engaging them with project information, risks, mitigation strategies, and approval requests.
- Work closely with project teams to develop and disseminate relevant information to internal and external stakeholders.
- Coordinate activities for strategic partners, such as integrating technology for program efficiency and collaborating with logistics partners for successful project delivery.
- Review, analyze, and synthesize information to produce high-quality project documents.

Team Lead, Grant Administration & Program management.

Aspire Coronation Trust (ACT) Foundation - March 2017 – February 2022

- Led the Foundation's efforts in establishing a grant administrative process, including identifying, selecting, and managing funds disbursement and program implementation.
- Monitored the implementation of grant compliance policies for funded programs across Africa.
- Provided sector-based capacity building training to 102+ partner organizations (grantees),

enhancing grant management and program impact for targeted beneficiaries.

- Managed the Foundation's research and thought leadership campaigns across Africa.
- Supported recruitment and training efforts for partners and new team members within the organization.

Senior Program Officer (Special program and project)

ENACTUS Nigeria – August 2009 – March 2017

- Led the training and capacity building program for over 3000 youth leaders in more than 35 tertiary institutions in Nigeria, empowering them to drive innovative and impact-based community projects.
- Managed high-level projects and programs involving various stakeholders and partners.
- Implemented a Technical Vocational Education and Training (TVET) project for persons living with disabilities, providing them with means of livelihood and integration into society.
- Oversaw the headhunting of youth leaders to participate in a special campus with an international non-profit organization.
- Guided and mentored a team of over 70 students, supporting their representation of the university in various competitions.
- Organized and supervised social activities for more than 2000 youth leaders.

Program Officer

- Coordinated, supervised, and supported the training and development needs of youth leaders to achieve program goals.
- Implemented and monitored five projects across over 20 states in Nigeria.
- Monitored team performance, conducted appraisals, communicated program objectives, and ensured their alignment.
- Recruited, trained, and scheduled external facilitators for training workshops and program activities.
- Collaborated with relevant teams and departments to ensure timely dissemination of project information and reports.

Project Coordinator

Index Integrated Limited, Nigeria – August. 2008 – July 2010

- Supported the identification, training and assigned responsibilities for all project staff to ensure successful completion of the project.
- Tracked project deliveries using project management tools.
- Designed project documents to monitor project performance and ease of data retrieval.
- Reported on project progress and communicate relevant information to superiors.
- Tracked and resolved critical issues to minimize project risk factors.