Okeme Abraham Ugbede
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Professional Profile

I am a hard-working, dedicated, and organized individual with more than six years of experience in teaching, data collection in health programs, and data management. I possess the ability to input and manage data accurately, with great speed, accuracy, and in high volumes. I demonstrate effective communication and organizational skills and can work both independently and within a team. I have a strong ability to organize and prioritize my workload to achieve set goals and deadlines in the most efficient manner.

Education

- **B.ENG Electrical and Electronic Engineering**
  Federal University of Agriculture, Makurdi
  Graduated: *2023*
- **NCE. Computer Science/Chemistry Education**
  Kogi State College of Education, Ankpa
  Graduated*: 2015*

Certification

- **Safeguarding**
  Society for family Health (SFH) April, 2025
- **Auxiliary Social Work – 2024**
  Federal School of social Work, Enugu
- **National Youth Service Corp - 2024 • Diploma in Telecom – 2023**
  Havilah Digital Training Institute, Makurdi

Technical and Digital Skills

Microsoft Office Suite (MS-Word, MS-Excel, MS-PowerPoint, MS-Access)
Adobe Graphic Suite (Photoshop, Illustrator, Adobe InDesign) Corel draw, Canva
JavaScript, CSS, HTML,
Cisco Packet Tracer,
Google form, ODK, Kobo Collect, OneApp,

Soft Skill

- Effective teaching and facilitation skills
- Excellent oral and written communication
- Strong interpersonal and team collaboration abilities
- Data analysis and reporting proficiency
- Integrity, attention to detail, and adaptability
- Ability to meet deadlines and work under pressure

Employment History

Training and Technology Administrator (TTA) ITN Campaign
Global Fund, Catholic Relief Services, SFH, Delta State
April 2025

- Tracked digital attendance during training programs.
- Disseminated ICT4D strategies and supervised equipment handling.
- Provided onsite/Online technical support, Training and resolved ICT issues.
- Managed data synchronization and record updates on ICT platforms.

Community Case Worker/Monitoring and Evaluation Officer
New Hope Agency, Olamaboro LGA, Kogi State
Jul, 2023 – April,2025

- Identify trends, and address challenges.
- Prepare reports, dashboards, and presentations on program impact for management, donors, and stakeholders.
- Maintain accurate and confidential health data in line with government and donor regulations.
- Work closely with healthcare workers, program staff, and community members to ensure effective M&E implementation.
- Train health workers and field staff in data collection, reporting, and use of M&E tools.
- Engaged the community and identified households (HH) for the Orphans and Vulnerable Children (OVC) project.
- Registered identified households using HH registers and organized files/folders.
- Collected information on all reactive cases and dispatched them to Community-Based Organizations (CBOs).
- Ensured the enrollment and re-enrollment of vulnerable children (VCs).
- Conducted follow-ups to ensure all reactive children reached the ART center for treatment.
- Identify program risks, recommend corrective actions, and ensure quality assurance in health service delivery.
- Develop and manage digital health databases for accurate and timely reporting.

Data Manager
Fazt Link IT Solution, North Bank Makurdi
January 2021 – June 2023

- Designed and implemented efficient data collection systems.
- Ensured data accuracy, completeness, and integrity.
- Managed large datasets, databases, and cloud storage solutions.
- Configured ONA ODK on iPads and Tecno tablets for research data collection.
- Provided real-time, tier 1 physical and virtual support for Android devices during environmental impact assessments.
- Utilized spreadsheets for data manipulation.
- Presented and analyzed data using MS Excel, PowerPoint, and MS Word.
- Ensured all system information was accurate and up-to-date.
- Designed data collection forms using Google Forms on Android smartphones.
- Performed general office duties, including customer service, IT support, and handling phone calls and emails.

Graphic Designer | Technical Assistant | Excel Specialist
Havilah Digital Training Center, Makurdi
Mar, 2017 Dec, 2021

- Research and implement new hardware technologies to enhance system capabilities.
- Develop, test, and update software applications, system firmware, and embedded systems.
- Write and debug code using programming languages such as JavaScript, HTML, React and assembly language.
- Diagnose and resolve hardware and software malfunctions.
- Perform regular system updates, backups, and security checks.
- Configure and manage computer networks, including LANs, WANs, and cloud-based systems.
- Designed digital and promotional content.
- Conducted Excel training and developed automation tools.

Teaching Computer Science/Physics
Gilgal High School, Ankpa LGA, Kogi State
August 2014 – October 2016

- Taught Senior Secondary students in Computer Science and Physics.
- Developed lesson plans, conducted labs, and assessed students.
- Promoted STEM education through co-curricular activities.

Achievements:

- Established processes to ensure data integrity by implementing appropriate data types.
- Ensured all job activities adhered to responsible data management to prevent safety or health hazards.
- Maintained strict compliance with the **Data Protection Act** at all times.
- Strengthened the safety and security of the organization's data systems

Referees
Available upon request.