

**VIVIAN NDIDI AKA** \ Behind Yellow Mosque, Arab Road, Kubwa, Abuja, Nigeria \ Email: [ndidivivian23@gmail.com](mailto:ndidivivian23@gmail.com) | Tel: +234 806 098 0573

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## Professional Summary

Results-driven professional with 7+ years of experience in data analysis, project implementation, and community engagement across health and development sectors. Proven ability to manage data collection, support evidence-based decisions, and drive impactful change through grassroots mobilization and virtual assistance. Skilled in Microsoft Excel, Power BI, PostgreSQL, and Python, with strong communication and teamwork abilities.

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## Core Skills

- Data Analysis & Reporting (Excel, Power BI, Python, PostgreSQL)
  - Project Monitoring & Evaluation
  - Community Outreach & Sensitization
  - Virtual Assistance & Administrative Support
  - Social Media Management
  - Report Writing & Documentation
  - Team Leadership & Coordination
  - Fluent in English, moderate proficiency in local language
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## Work Experience

### **Gateway Computers and Digital Technology** \ *Data Analysis Intern* \ Jan 2024 – May 2025

- Cleaned, organized, and analyzed large datasets to uncover trends
- Created visualizations (charts and graphs) to simplify data insights
- Generated reports for senior management and supported team with analytics tasks

### **Virtual Assistant (Freelance)** \ *Remote* | 2021 – Present

- Managed calendars, travel bookings, emails, and document prep
- Handled customer support via email, chat, and phone
- Created and scheduled social media content; analyzed engagement metrics
- Provided data entry and communication support for clients

### **Society for Family Health** \ *Data Collector (A360 Project)* \ 2020

- Recruited adolescents and conducted field interviews
- Collected data using mobile tools across health facilities
- Ensured data accuracy and secure reporting

#### **Catholic Relief Services (FASTER Project)\ Ad Hoc Staff\ 2020**

- Conducted HIV self-testing sensitization and risk assessments
- Linked community cases to care and provided follow-up support

#### **First Step Action for Children Initiative\ Household Economic Strengthening Officer (ACHIEVE & SMILE Projects)\ 2017 – 2021**

- Led savings group formation and trained vulnerable households in vocational skills
- Conducted economic empowerment sessions and monitored income-generating projects
- Worked closely with adolescents and caregivers affected by HIV

#### **Justice Development and Peace Commission (JDPC) Lafia\ NYSC Health Educator\ 2016 – 2017**

- Delivered adolescent reproductive health education
- Developed care plans for orphans and vulnerable children

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### **Education**

**University of Abuja, Nigeria\ B.Sc. Sociology – 2015**

**Diploma in Law\ University of Abuja | 2007 – 2010**

**Mbaise Girls High School, Imo State\ NECO Certificate – 2005**

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### **Certifications & Training**

- Certificate of Fellowship in Project Management (Jan 2025)
- Diploma in Data Analysis
- Graduate Internship in International Development
- Multiple Health & Social Care Certificates (Florence Academy UK, 2022–2025):
- Mental Health Capacity Act, Dementia Awareness, COVID-19, Diabetes Management, etc.
- Conflict Resolution Training (MISEREOR Germany, 2019)
- Cancer Eradication Training (Civil Society for Cancer Eradication in Nigeria, 2016)

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### **Hobbies & Interests**



Reading | Teaching | Research | Cooking

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### **Referees**

**Immanuel Gates O.**



Director of Training, Gateway Computers

 [info@gateway-computers.com](mailto:info@gateway-computers.com)  
 +234 816 377 1731

**Awotunde Williams**

Project Lead, USAID YPE4AH Project  
 [williams@yellowbrickroad.com.ng](mailto:williams@yellowbrickroad.com.ng)  
 +234 816 535 8140

**Anigboro Ovie**

Grants Manager, Chemonics International (LUWASH Activity)  
 [anigboro@chemonics.com](mailto:anigboro@chemonics.com)  
 +234 803 750 1403