

# Otobo Gift

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## Data analyst

I am a skilled data analyst and visualization specialist with experience in Python, R, Excel, Tableau, and Power BI. As a volunteer IT assistant at Barrack Youth and Adolescent Network (BYAN) and a Mathematics tutor at Kings and Queens Academy, I have honed my project management and teaching skills. I am also an Innovation Challenge winner under the 3MTT program, demonstrating my commitment to leveraging technology for impactful solutions.

## WORK EXPERIENCE

### **Kings and Queens Academy • Jos • 10/2023 – 03/2024**

School

#### **Mathematics Teacher • Full-time**

- Responsibilities :
- Planning and delivering lessons in mathematics for students.
- Assessing and grading students' understanding of the material and providing feedback for improvement.
- Creating a positive and safe classroom environment that fosters respect for all students.
- Managing classroom behavior and enforcing rules and expectations to maintain a productive learning environment.
- Communicating with parents and colleagues regularly to discuss student progress, share ideas, and coordinate efforts to support student learning.

### **Barrack Youth and Adolescent Network (BYAN) • Keffi • 12/2021 – 06/2023**

Barrack Youth and Adolescent Network (BYAN) is a non-governmental organization dedicated to supporting the youth and adolescents of Keffi Barrack. The organization focuses on building a strong community by creating awareness about health issues and addressing the difficulties faced by the adolescent population. BYAN aims to empower young people through education, advocacy, and community engagement initiatives.

#### **Enumerator • Full-time**

- Responsibilities
- Data Collection: Conduct surveys and interviews with adolescents and community members to gather data on health issues, challenges, and needs.
- Data Entry and Management: Accurately record and input collected data into the organization's database, ensuring data integrity and confidentiality.
- Community Engagement: Engage with community members to explain the purpose of surveys and encourage participation.

- Reporting: Compile and submit detailed reports on collected data, highlighting key findings and observations.
- Support Outreach Activities: Assist in organizing and participating in community awareness programs and health education sessions.

**Phina Green International School • Asaba, Delta, Nigeria • 01/2016 – 12/2017**

**Mathematics Teacher**

- Responsibilities :
- Planning and delivering lessons in mathematics for secondary school students.
- Assessing and grading students' understanding of the material and providing feedback for improvement.
- Creating a positive and safe classroom environment that fosters respect for all students.
- Managing classroom behavior and enforcing rules and expectations to maintain a productive learning environment.
- Communicating with parents and colleagues regularly to discuss student progress, share ideas, and coordinate efforts to support student learning.

**Brain groom International School Asaba, Delta state • Asaba, Delta, Nigeria • 01/2014 – 12/2015**

**Mathematics Teacher**

- Responsibilities :
- Creating a positive and safe classroom environment that fosters respect for all students.
- Managing classroom behavior and enforcing rules and expectations to maintain a productive learning environment.
- Planning and delivering lessons in mathematics for secondary school students. 2013
- Rem glory communication (Etisalat Trade partner) , Asaba
- Position : Customer Service and Sales
- Clearly communicating their needs and requirements to the salesperson.
- Providing accurate information about themselves, including their contact information and payment details.
- Treating the salesperson with respect and professionalism.
- Making timely payments for the products or services they purchase.
- Providing feedback on their experience with the salesperson and the product or service. 2012
- Building and maintaining relationships with key clients and stakeholders, including hotels, tour operators, and travel agencies.
- Collaborating with the sales team to ensure effective communication and alignment of marketing and sales strategies.

## EDUCATION

### Masters In Mit

Abubarka Tafawa Balewa University • Bauchi, Bauchi, Nigeria • 01/2022

### Pgd Mit Management Information Technology

Abubarka Tafawa Balewa University • Bauchi, Bauchi, Nigeria • 01/2021 – 12/2022

### B.Sc Industrial Mathematics

Delta State University • 01/2009 – 12/2012

Royal Int'l College • 01/1999 – 12/2005

### First School Leaving Certificate

Total Child Primary School • 01/1994 – 12/1999

## CERTIFICATIONS

### Kobotool box • 06/2024 – 06/2024

Data for Development

### Data analysis and visualization • 09/2023 – 03/2024

3MTT

### Introduction to Big Data • 08/2023

Cousera

## VOLUNTEERING & LEADERSHIP

### Barrack Youth and Adolescent Network (BYAN) • 11/2021 – 12/2021

IT assistant • Keffi, Nasarawa

Responsibilities as an IT assistant volunteer

1. Documentation:

Maintain accurate records of IT inventory, configurations, and changes.

Document technical procedures and provide user guides or training materials.

2. Technical Support:

Provide technical support to BYAN staff, assisting with hardware and software issues.

Help users with problems related to computers, email, internet connectivity, and software applications

## SKILLS

Answer Incoming Calls, Appointment Scheduling, Brand Awareness, Classroom Management, Communication, Customer Complaint Handling, Customer Feedback, Customer Loyalty, Customer Satisfaction, Data Accuracy, Data analyst, Educational Setting, Effective Communication, Event Planning, Giving Feedback, Greet Guests, Highly Organized, Internet Marketing, Inventory Management, Learning, Marketing, Market Research, Microsoft Excel, Microsoft Word, Planning Process, Power BI, Presentation, Productivity, Product Launch, Professionalism, Quick Learning, Relationship Building, Resourceful, Self Starter, Statistics, Supply Ordering, Teamwork, Meeting new people, Traveling