

Green Edwin OJEGWO

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GEOGRAPHY AND REGIONAL PLANNING GRADUATE -with background in Administration and Environmental Management -involving oil spill management, environmental remediation, emergency response, monitoring and Evaluation. *Key strengths* include the ability to implement Administrative-level support for environmental and construction management projects and the ability to manage remedial response plans. A problem solver with excellent Administrative, Supervisory, Organizational, report writing, and technical-know-how skills, seeking to leverage my skills and expertise in a specialize role in a reputable company.

Areas of Expertise

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| • Administration and Planning | • Environmental Management |
| • Liaison and Logistic Operations | • Emergency Management |
| • Oil Spill Management and Remediation | • Capability Development |
| • Liaison and Logistic Operations | • Client Relationship Management |
| • Supervision and Trainer Functions | • Corporate Communications |
| • Report Writing And Routine Correspondents | • Health, Safety & Environment Know-how |

Professional Experience

EarthPro Unique Integrated Limited - Port Harcourt (In contract with HYPREP) 2018-
Manager and Field Supervisor

- I handle field and Administrative support functions -coordinate and supervise needed field activities
- Organize workflow and ensure that employees understand their duties or delegated tasks
- Provide feedback and take immediate notice of and resolve any problems arising in the field
- Pass on information from upper management to employees and vice versa
- Ensure adherence to legal and company policies and procedures, and the escalate situation to the appropriate department if the need arises
- Monitor employee productivity and providing constructive feedback and coaching
- Demonstrate outstanding leadership skills by providing guidance and support to staff in case of conflicts and work-related issues.
- Liaise with Client, Subcontractors, and Stakeholders for updates and documents
- Diffused and resolved various volatile situations while maintaining the balance between the interests of the company
- Represent at meetings of Client, Subcontractors, and Stakeholders
- Collect and compute all Site and HSE daily data for record and reporting
- Write ALL daily, weekly, monthly and quarterly reports and routine correspondences
- Design and produce all site printable documents
- Manage field staff and arm-security daily logistic expenses and record same
- Collect site samples, and negotiate Laboratory test(s) and results
- Take all site pictures and tag the GPS coordinates on the photographs, and use same for reporting and/or save for future references

Liaison & Logistics Officer

- Managed and supervised the site and store activities; ensuring smooth, hitch-free operation.
- Developed administrative systems, managed staff and ensured optimal resource utilization.
- Oversaw daily administrative duties, procurement, ad-hoc operations, projects and staff training
- Composed, typed, distributed work reports and routine correspondences.
- Effectively managed all office resources including personnel and equipment
- Handled client, subcontractors, stakeholders complaints and issues with high professional courtesy
- Provided customers with information on products and services provided by the company.
- Met performance targets in all areas such as speed, accuracy, customer satisfaction, and issue resolution
- Diffused and resolved various volatile customer situations while maintaining the balance between the interests of the company and client satisfaction.
- Performed general logistics and administrative functions, including resource allocation, emergency support and procurement
- Assigned tasks to staff, coordinated, and supervised them to ensure successful completion
- Supervised site construction; monitored compliance with all safety guidelines and policies
- Implemented work schedules and adjusted them to meet project deadlines

VASITHA ESTATE

2010 - 2011

General Logistic and Administrative Officer

- Site supervision and estate management
- Administer, maintain, procure and assigned duties in the estate
- Served as a porter -when the estate became ready
- Do other duties as related to the estate
- Pay workers as at when due

Education

B.Sc. Geography and Regional Planning, University of Uyo, Nigeria,**April 2009****Specialization:**

- *Environmental Management:* this deals with the importance of protecting, conserving, remediating and restoration of the environment and the need to restrain human activities, which leads to indiscriminate release of pollutants into the environment.
- *Hazard Geography:* focus on extreme events, disasters, and explore the human interaction and best responses to these incidence and events.
- *Regional Planning and Administration:* planning guides preparedness, response, recovery, mitigation, remediation and administration of activities in an environment before or following an event. This aspect establishes a mission, implementation, and confirms consistency with environmental and agency-wide policies, procedures, and strategies.

Certifications

(FEMA) Federal Emergency Management Agency, United States Department of Homeland Security:

- FEMA - National Disaster Recovery Framework (NDRF) - 2017
- FEMA - Emergency Support Function, ESF (Logistics Management & Resource Support) - 2017
- FEMA - Local Damage Assessment - 2017
- FEMA - Community Preparedness: Implementing Simple Activities for Everyone - 2017
- FEMA - Emergency Support Function, ESF (Oil and Hazard Materials Response) - 2016
- FEMA - Emergency Planning for Public Work - 2016
- FEMA - Application of GIS for Emergency Management - 2016

(NCDMB) NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD:

- NCDMB - Oil Spill Management and Environmental Remediation - 2016

(YALI) YOUNG AFRICAN LEADERS INITIATIVES United States Department of States

- YALI - Workforce Collaboration and Development - 2016
- YALI - Community Organizing for Action - 2016
- YALI - Management Strategies for People and Resources - 2015
- YALI - Strengthening Public Sector Service - 2015
- YALI - Focus on Understanding Climate Change - 2015

Training

- “Oil Spill Management and Environmental Remediation” 2016
By: NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD (NCDMB)
-In Collaboration With: Pollution Control AND Environmental Management (POCEMA), USA
- Computer Application Training 2002

Additional Skills

- Some Knowledge about the theories and principles of environmental protection, control, and measurement;
- Aware of the various government regulations related to hazardous materials and wastes;
- Familiar with the methods and techniques to measure air, water, hazardous and solid waste pollution;
- Construction Site Management protocols; and
- Leadership skills

Hobbies

Writing | Reading | Google mapping | Repairs of Minor Appliances | Surfing the Internet

References

Nonye Obingonye (Zenith Bank- 07034688***) | **Justice Oloyede** (High Court Judge -08034530***)