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PROFESSIONAL SUMMARY

Dedicated and results-driven media and communication professional with over five years of experience in content creation, management, and strategic analysis. Proven track record of developing and implementing effective communication strategies to enhance brand visibility and drive engagement in regional sustainable development. Strong research and analytical abilities combined with excellent written and verbal communication skills. Adept at working independently or collaboratively in fast-paced environments.

WORK EXPERIENCE

Niger Delta Development Commission, Port-Harcourt— Media and Communications Officer

SEPTEMBER 2021 - DATE

- Monitor press media at NDDC programmes and events, including project commissioning, interviews with Management and designated staff as required
- Develop press releases and print media coordination
- Develop and maintain a database of press media contact details
- Prepare draft content for website
- Ensure all website content pertaining to press/official statements and releases are appropriately structured and laid out for easy user browsing
- Specify appropriate multimedia content needed to support textual content of the media-related segments on the website
- Monitor and prepare report on NDDC online media visibility
- Focal person for Corporate Affairs Directorate - liaising with Information Technology Directorate on organization-wide automations
- Part of the National Development Plan Committee; classifying and compiling Commission's projects in years under review

Sterling Bank Plc, Lagos— Compliance Analyst

JUNE 2020 - SEPTEMBER 2021

- Creating and implementing the Bank's compliance program through identification, mitigation and monitoring of risks.
- Monthly review of income generated bank-wide to ensure compliance and assure management of propriety and accuracy of

SKILLS

Content Creation

Content Management

Core Administrative Skills

Data Organization & Analysis

Digital Communication

Google Office Suite

Investigative Analysis &
Reporting

Media Monitoring /Analysis

Microsoft Office Package

Microsoft Power Apps

Oral/Written Communication

Report Analysis/Development

Risk Management

Teamwork/Collaboration

Time Management

LANGUAGES

English (Verbal & Written)

MEMBERSHIPS

Chartered Institute of Bankers
of Nigeria (CIBN): *Student
Member.*

income generated.

- Provide audit information by reporting and analyzing data.
- Ensuring business units within the bank's head office and branches strictly comply and adhere to internal and external policies, regulations and laws in their daily processes.
- Quarterly review of expenses incurred bank-wide to ensure that there are neither leakages nor incorrectness in processes and expenditures.
- Creating and monitoring reporting avenues for compliance issues.

Sterling Bank Plc, Lagos— Graduate Associate

MARCH 2020 - JUNE 2020

- Team Lead of seven (7). Responsible for team activities, communication, projects coordination and implementation.
- Through a clear training package, developed a clear understanding of financial statement analysis and accounting, risk management, emotional intelligence and presentation skills, business communication etc..

Alinso Properties, Abuja — Project Support Officer

JANUARY 2018 - OCTOBER 2019

- Established efficient workflow processes, monitored daily productivity and implemented modifications and communication to improve overall effectiveness of office personnel and project activities.
- Provided comprehensive administrative and clerical support to the project team, including organizing soft and hard copy files, creating spreadsheets and imaging documents.
- Provided logistical and procurement support for programs, meetings and events, including reservations, agenda preparation and calendar maintenance.

GMK Media, Lagos — Project Support Intern

MAY 2017 - JULY 2017

- Improved office efficiency, managing client correspondence, record tracking and data communications. Done by establishing effective systems for record retention by creating a database for daily correspondence tracking.
- Provided comprehensive administrative and clerical support
- Oversaw daily operations of 1000+ client accounts.
- Managed team of 12 employees, overseeing training, and activities of employees.

LEADERSHIP & PROFESSIONAL DEVELOPMENT

Chartered Institute of Bankers of Nigeria, Abuja FCT - 14th Annual Banking and Finance Conference

SEPTEMBER 14-15 2021

International Monetary Fund Institute, Washington D.C — Financial Development and Financial Inclusion

JANUARY 1 - APRIL 15 2021

International Compliance Association — Sanctions Risk

JANUARY 2021

Sterling Bank Training Academy — Certificate of Completion

MARCH - JUNE 2020

National Youth Service Corps — Discharge Certificate

OCTOBER 2018

African Leadership Development Centre, Ogun State — Diploma in Leadership Development

AUGUST 2015 - JULY 2017

EDUCATION

Covenant University, Ogun State — Bachelor's Degree

AUGUST 2013 - JULY 2017

International Relations, BSc.

Relevant Coursework in Political Science, Public Administration, Digital Media & Communication, Global Sustainable Development, Foreign Policy and Gender Studies.

Catoky International School, Port-Harcourt — SSCE

JULY 2012

WASSCE

REFEREES

Available on request.

