Curriculum Vitae of Elizabeth Jikiemi

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EDUCATION

2024-Present Harvard University, Graduate Program, Management Program HES – Graduate Certificate
2021-Present California Miramar University, Graduate Studies, Business Administration Department – Doctorate in Business Degree
2017-2019: California Miramar University, Graduate Studies, Business Administration Department – Masters' Degree
2004-2008: Olabisi Onabanjo University, Faculty of Arts, History and Diplomatic Studies Department – Bachelors' Degree

CERTIFICATES

- Certificate in Business Analytics (**BA-CA**) – Wharton School of Business, University of Pennsylvania, USA 2020
- Amazon Web Services - Certified Security Specialist (**AWS CSS**) – 2021
- Amazon Web Services - Certified Solutions Architect (**AWS CSA**) – 2021
- American Academy of Project Management - Master Project Manager (**MPM**) - (2023)

EMPLOYMENT RECORD:

2024– Present: **Exponent Partners,**   Position Senior Consultant II -**Remote**
- Partner with C-Suite and leadership teams to develop a high-level IS systems roadmap, ensuring alignment with clients' mission-critical objectives and digital transformation goals.
- Maintain ongoing engagement with clients, effectively communicating ROI and business value achieved through IS solutions to reinforce partnership impact.
- Collaborate with Market Directors to design and implement tailored client engagement plans that support clients' mission and success metrics.
- Manage the client lifecycle by conducting quarterly check-ins, updating strategic documentation, and identifying growth opportunities aligned with clients' immediate and long-term goals.
- Proactively address client escalations, facilitating resolutions to maintain strong client relationships and drive successful project outcomes.
- Lead Executive Steering Council (ESC) meetings to ensure project milestones are met, promote collaboration, and resolve any risk, budget, or timeline issues.
- Direct internal teams through the project lifecycle, setting a clear vision for success, encouraging collaboration, and overseeing discovery-to-scope processes.
- Identify opportunities for thought leadership and collaboration with clients, such as co-authoring white papers and blog posts, showcasing industry best practices in leveraging technology for mission-based organizations

2022– 2024: **Cross Catholic Non-Profit Organization,**   Position Prospect Development Manager -**Remote**
- In charge of data privacy, security, and user-training for PCS data using various Firewall and DDOS attack-preventing methods
- Contribute to development of short- and long-term technology strategic plans
- In partnership with other Prospect Development Analysts and other development operational roles, I contribute to goals and objectives of overarching strategic plan for data utilization and technology requirements
- Assists with overall requirements gathering and database analysis relative to PCS reports and analytics
- Provides query-based data analysis from fund manager's requests using big data and PowerBi
- Conduct regular review of available industry tools and services to make recommendations on what should be adopted
- Using technology and in partnership with other Analysts, identify needed fundraising reports and documentation to equip PCS team with tools they need to track progress towards goals and metrics

2019-2020: **Pacific Care,** Position Business Analyst
- Performed requirement elicitation/gathering, record requirements, understand the project charter/scope and create necessary documents.
- Supported Project Manager in the dissemination of Project plan assignments to cross functional teams in various development collaborations.
- Created business analysis, outlining problems, opportunities, and solutions for business owners.
- Conducted several meetings, document minutes and distribute minutes to keep business teams up to date on project status.
- Authored BRD, UML diagram, Use Cases, User Stories, RTM, SRS Report, CR for PM, Test Plan & Cases, MOM, UAT Defect Log etcetera
- Developed User Stories, and worked closely with the product owner to manage, prioritize and refine product backlog in order to maximize value derived from the system implementation
- Performed testing with QA, work on wireframes and mockups with designers and collaborations with other teams within the project.
- Related project progress and enhanced communication between stakeholders like the BO, Vendors, SMEs, Sponsors, Owners + team members.

2014- 2017: **ZTE**, Position Project IT & Finance Manager
- Led various Research Projects that improved customer experience outcome and carved a market niche for the organization among users.
- I utilized intersectional analysis, clustering algorithms and recommendation strategies to improve profits in both short and long run.
- Created Project budget, spending, debt recovery and variance analysis.
- Reported on divisional cost, income, and other related earnings for the region to the General Manager (EMEA region)
- Led negotiations & bidding for site-building projects (projects on Tower, Hardware, CCTV, Active, Security etcetera) and site-maintenance contracts.
- Managed vendor recruitment and delegated cross-functional duties to vendors. Also responsible for training of subcontractors and project-finance team members.

- Found new ways to motivate team-members in a dynamic environment, handled change-related issues using change-management principles with regards to data use and incorporation during projects.
- Liaison with various federal government agencies and ministries as well as private institutions including banks, audit and law firms, using data in collaboration with the Head of Analytics for ZTE in Africa.

2012-2014 **ZTE,** Position Project Finance & IT Officer
- Designed systems for tracking milestones of projects (site requirements/planning, material requests, purchase orders, invoices, payments).
- Monitored project budget using Excel, and ZTE internal ERP software. Maintained bank reconciliation statements for projects on local and sub-regional accounts. Also, participated in pre-registration screening of vendors
- Utilizing analytics and big data I identified potential project changes in client requirements and created system improvements to present to senior team leaders for implementation.
- Ensured request adjustments and clients' approval of change requests and timely recuperation of expenses on services rendered.
- Responsible for review of project requirements and advised management on issues of outsourcing and cost reduction.
- Tracked accounts receivables for loans, management fees and consultation fees; created monthly past due and bad debt reports.
- Migrated clients record keeping system from hardcopy to software, saving dozens of man-hours and, cutting stationery expenses by 55%.

2009-2010: **National Youth Service Corp,** Position: Adult Education Teacher and Coach Female Team
- Taught elementary level subjects to adults who had no classroom education, evening classes.
- Supported weekend tutoring for high school Algebra to adult exam takers (National Common Entrance).
- Coordinated field trips for my class to historic sites and
- Managed the computer lab and showed the students how to use social media, Wikipedia, create personal emails, type business plans, and how to print.
- Created and coached the local female football league (In a year had 14 first team players)
- Secured weekly space in the government-run Recreational Center.
- Led a used sports kits collections and fundraising football event.

VOLUNTEER WORK

2022 - Present: **P.E.A.R.L. Institute of New York** Position Technology Outreach Volunteer Coordinator
- Use of google Docs to create, update and proofread donor documents.
- Organize and maintain the IT security for the organization, monitor and ensure security protocol is adhered to, for safety of records
- Research into various outreach operational improvements efforts using evidence-based data
- Creation, and maintenance of social media accounts.
- Learning through surveying and research the intricate advocacy programs geared towards helping the Asian American and Pacific Islander communities in the U.S; then teaching new volunteers and updating older volunteers.

2019 – 2022: **Kaiser Permanente,** Position Emergency Department Volunteer
- I offer personalized services, comfort, and way finding for guests and family of the patients.
- Wheelchair assistance; aid Nurses, EdTechs, CNAs, Clerks, LabTechs and Pharmacists.
- Assist in achieving the unit's goals and Kaiser's objectives.
- Use Epic and internal software on assigned tasks following strict HIPPA guidelines.
- Organized and carried out training of Junior volunteers for Summer Programs.
- Distributed P.P.E. to E.R. employees and guests at the onset of COVID.

2015-2017: **The Food Shelter Initiative for the Underprivileged** Project Coordinator and Resource Supervisor Volunteer
- Provided logistical support for all drive and fundraising events
- Scheduled and prepared reports for the Head of Projects.
- Drafting and getting approval for organization wide communication both internal and upper management to update on project milestones.
- Used of Microsoft Tools to create and maintain project-related correspondence with nonprofit partners both in Nigeria and abroad
- Kept records of all donated tools and machines, overseeing their maintenance and mobilization/use.

2012-2015: **The Food Shelter Initiative for the Underprivileged** Head of Projects and Program
- Coordinated complex project activities, ensured timeliness and monitored adherence to project scope
- Created project schedules and encouraged interdepartmental cohesion and carry along.
- Developed project budget for the year and adjusted for market fluctuations or stakeholder-initiated changes.
- Spearheaded Female empowerment projects that became annual with evidence-based theoretical template and guide

TECHNICAL SKILLS

- Project Management
- AWS Cloud Architecture
- Google Suite
- Epic
- Microsoft Suite
- Data Management
- Cloud Security
- Crowdfunding
- Sage Peachtree/QuickBooks

PAPERBACK PUBLISHED BOOKS

Jikiemi, Elizabeth (2024)**.** Successfully Telling Stories with Data: How to Interpret, Narrate and Visually Captivate your Audience with Impact. Blackzeuss Publishing, Sheridan, Wyoming 82801. https://www.amazon.com/Successfully-Telling-Stories-Data-Interpret-ebook/dp/B0CZ96TCFC

ONLINE PUBLICATIONS

Jikiemi, Elizabeth (2024) Integrating Data Visualization Tools for Effective Project Management in nonprofit Organizations. This Day Newspaper. https://www.thisdaylive.com/index.php/2024/06/24/integrating-data-visualization-tools-for-effective-project-management-in-nonprofit-organizations/

Jikiemi, Elizabeth (2024) Big Data Applications in Nonprofit Organizations: Transforming Project Management and Reporting. The Guardian Newspaper. https://guardian.ng/big-data-applications-in-non-profit-organizations-transforming-project-management-and-reporting/

Jikiemi, Elizabeth (2024). Challenges and Affordable Solutions in Implementing Data-Driven Project Management Systems in Nonprofits. The Sun. https://sunnewsonline.com/challenges-and-affordable-solutions-in-implementing-data-driven-project-management-systems-in-nonprofits/

Jikiemi, Elizabeth (2022). Easy As A Blockchain: What to Know About the Ledger. https://medium.com/@elizabethjikiemi/easy-as-a-blockchain-what-to-know-about-the-ledger-7133e9efeccd

Jikiemi, Elizabeth (2022). If I had $10,000! Medium. https://medium.com/@elizabethjikiemi/if-i-had-10-000-df151817c050

AWARDS

10/2014: Nigeria at 100 years awards and celebration- 100 Heroines changing our Nation (1 of the 100 women)

5/2015: Women 4 Africa United Kingdom- Global Humanitarian of the Year 2015. (For Project-Driven Programs I created and implemented for homeless communities)

NONPROFIT BOARD MEMBERSHIPS

Extended Reality Development Initiative – Technology Director of Finance. 2022 – Present

The Food Shelter Initiative – Programs Director 2012 - Present