

# EBIBOWEI NABENA

Data Analyst

+2349068509555 | [ebibowei.nabena@hotmail.com](mailto:ebibowei.nabena@hotmail.com) | [LinkedIn](#) | [Portfolio](#)

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## PROFESSIONAL SUMMARY

- Proven data analyst with over 5 years of experience in data analysis, interpretation, management, monitoring, and presentation of large datasets to make informed decisions
  - Dedicated school program manager with experience in developing and using survey tools such as KoboCollect, tracking tickets raised on MANTIS, app-based data collection, and managing large datasets in order to make informed decisions in the EdTech sector
  - A diligent, attentive-to-detail data analyst with experience in creating user-friendly visualization to help non-technical stakeholders understand complex trends
  - Experienced with working with a multi-cultural and fast-paced organization.
  - Excellent knowledge and experience with producing analytical reports and using data visualization software such as Microsoft Power BI and an entry-level knowledge of Tableau, SQL and R-language
  - Excellent understanding of program management and working in marginalized communities.
  - Proficiency in identifying capacity needs and delivering training for my team, parents, and across schools
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## EXPERTISE

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|--|------------------------|-----------------------|
| * Data Gathering, Analysis and Reporting | * Problem Solving      | * Data Monitoring     |
| * School Management and Support          | * Process Streamlining | * Program Management  |
| * Team Training and Coaching             | * Database Management  | * Employee Onboarding |
| * Project Management and Coordination    | * Data Cleaning        | * Hiring              |
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## PROFESSIONAL EXPERIENCE

### Data Analyst (Volunteer)

January 2024 to Present

*Project Get A Job (PGAJ)*

- Collect, clean and organize event data from the virtual job fair platform
- Analyzing data sets, Creating reports, and Identifying trends

### Data Analyst (Internship)

October 2023

*MeriSKILL*

- Analyze projects using Microsoft Power BI and provide insights that help organization in decision-making

### Program Manager, Schools,

March 2023 to Present

*NewGlobe Educational Services Ltd (BayelsaPRIME), Yenagoa, Bayelsa State*

- Lead and oversee data collection from all departments within the organization, leading to improved decision-making.
- Clean, analyze, and interpret datasets in Google Sheets.
- Measure teacher attendance, pupil enrollment, and staffing, leading to improved teacher attendance by 50%.
- Upload data for analysis and informed decision-making.
- Identify data discrepancies and provide necessary recommendation
- Facilitate the creation of proper data pipelines and best data management practices

- Identify training needs and facilitate training for teachers and team members across all partnership schools.
- Coordinate and manage community outreach across all Partnership communities, including advertisements, events, communications, programs, promotions, and more aimed at parents, community leaders and influencers, and the general public.
- Ensure a culture of data-driven decision-making by collaborating with various team members across the organization.

**Data Analyst****December 2018 to Present***eM & Haitech ICT Hub, Yenagoo, Bayelsa State*

- Collects customer data, sales records, and inventories.
- Design data modeling system and analyze the data, ensuring 99.9% accuracy.
- Interpret data and ensure data-driven decision making.
- Maintain data systems by addressing errors and monitoring performance
- Streamlining data collection methods to create an automated and easy-to-use routine

**Program/ Data Analyst****February 2013 to March 2023***Bayelsa State Universal Basic Education Board, Yenagoo, Bayelsa State*

- Conducted, researched, and analyzed data, identifying trends, and preparing reports.
- I collected data from primary and basic junior secondary schools across the eight (8) local government areas in Bayelsa State.
- Designed databases and data systems.
- Maintained databases and data systems by addressing errors and monitoring performance.
- Streamlined data collection methods to create automated and easy-to-use routines

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**EDUCATION****Ignatius Ajuru University of Education, Rivers State, Nigeria**

February 2021 to February 2022

Postgraduate Diploma in Education - First Class

**University of Benin, Edo State, Nigeria**

October 2004 to February 2008

Bachelors of Computer Science

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**TECHNICAL SKILLS**

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|----------------------------|--------------------------|------------------------------|
| * Microsoft Power BI       | * Microsoft Excel        | * Google Sheet               |
| * Google Suite             | * Microsoft Office Suite | * Quickly Learn New Software |
| * R-Language (Entry Level) | * Tableau (Entry Level)  | * SQL (Entry Level)          |

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**INTEREST**

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|---------------|-----------------------------------|---------------------|
| * Researching | * Data Visualization and Analysis | *Project Management |
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