

# INI-OBONG B. OBOT, MBA

7718 Cedarshire Court, Raleigh, NC 27616, USA

Phone: (919) 539-6385 | Email: iniobongobot@gmail.com | LinkedIn: Ini-obong B. obot, MBA

---

## EDUCATION

**Master of Information Science**, NC Central University, Durham, NC, GPA: 4.0, **May 2021**.

**Master of Business Administration**, NC Central University, Durham, NC, GPA: 4.0, Summa Cum Laude, **May 2019**.

**Bachelor of Science in Banking and Finance**, Babcock University, Ogun, Nigeria, GPA: 4.5/5, First class Honors, **June 2016**.

## TECHNICAL SKILLS

- |           |            |        |            |
|-----------|------------|--------|------------|
| ♦ Python3 | ♦ PHP7     | ♦ SAS  | ♦ MySQL    |
| ♦ HTML5   | ♦ R Studio | ♦ CSS3 | ♦ Adobe XD |

## PROFESSIONAL EXPERIENCE

**North Carolina Central University**, Durham, NC.

**Director of Professional Development, Research and Scholarship, GSA**, -----(Aug 2019-Present).

- ♦ Co-developed and managed a robust suite of leadership development programs that includes the Inspirational Leader Program (ILP) for graduate students.
- ♦ Initiated a graduate student workshop, addressing student concerns regarding resumes, cover letters and having a LinkedIn account.

**Administrative Assistant to The School of Graduate Studies**, -----(May-Aug 2019).

- ♦ Created a database for the Graduate student association to aid in daily student check-ins.
- ♦ Designed an Electronic Graduate Student Checklist and compiled over 300 student's data.
- ♦ Engaged in the Graduate School Phone campaign, speaking to more than 70 Prospect Graduate student daily with aim of getting them to apply for or/and complete their graduate application.

**Graduate Research Assistant to the School of Business**, -----(Jan 2018-May 2019).

- ♦ Collated and Examined data with the aim of finding correlations and co-integration within data's using statistical software's such as SAS & Excel to aid research in cyber-securities stock price movement in Post-Snowden Era.
- ♦ Ensured the confidentiality of information by exercising discretion in communicating information to students regarding performance evaluations, grade reports and merit.
- ♦ Constructed a 2-Semester course online plan for undergraduate students by exploring the course syllabus to create learning notes and exercises while responding to student questions posed verbally and electronically.

**Directorate of Road Traffic Services**, Vio, Mabushi, Abuja, Nigeria.

**Finance and Administration Officer**, -----(Jan -Dec 2017).

- ♦ Managed the acquisition of 75 Yamaha FJR1300P patrol motorcycles, negotiating a 12.5% discount on each purchase.
- ♦ Reduced customer wait time by 15% by employing an expense calculator for applications such as Learner's Permit, Vehicle License, Driver's License etc., consequently increasing daily revenue by 25%.
- ♦ Improved data storing performance by 45% over a 3-month period by applying the use of Microsoft Office access to create a customer database.

- ♦ Negotiated a 50% (N5k) increase in Youth Corpers monthly salary to motivate their performance and improve their productivity

**Bassbot Nigeria Limited**, Bauchi Road, Apapa, Lagos, Nigeria.

**Finance Intern**, -----**(Jun 2015-April 2016)**.

- ♦ Provided financial advice to the director on matters relating to acquisition of assets more than \$500,000
- ♦ Gathered and analyzed monthly department budget variances based on a \$20,000 monthly budget, adhering to a set expense ratio
- ♦ Kept financial records on the company's activities with 12 different companies, more than \$1.5 million monthly.

## **PROJECTS**

**Inventory management**-----**Summer, 2019**

Created an inventory control and account management database for a client using Microsoft Excel and Access, by simplifying the record keeping process and breaking up inventories by category. Reducing lag time in record keeping and increasing efficiency.

## **PROFESSIONAL AFFILIATION & MEMBERSHIPS**

- ♦ **Member**, Association for Information Science and Technology (ASIS&T), **2019**
- ♦ **Member**, Beta Gamma Sigma, **2019**
- ♦ **Member**, National Black MBA Association, **2018**
- ♦ **Member**, Chartered Institute of Bankers in Nigeria (ACIB), **2017**

## **PROFESSIONAL CERTIFICATES**

- |  |  |
|--|--|
| ♦ <i>R programming (coursera)</i> , <b>2020</b>                  | ♦ <i>Google AdWords Display &amp; Search</i> , <b>2018</b> |
| ♦ <i>Statistical Analysis with SAS</i> , <b>2019</b>             | ♦ <i>Project Management P+</i> , <b>2016</b>               |
| ♦ <i>Google Analytics Individual Qualification</i> , <b>2018</b> | ♦ <i>Customer Relations Management</i> , <b>2015</b>       |