

# UDELE UFOMA

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Abuja, Nigeria.

## PROFILE SUMMARY

A resourceful and meticulous healthcare professional, with extensive experience in data management, interpreting data, and analyzing results, and maintaining data confidentiality. Skilled at the implementation of program activities, capacity building, technical assistance provision, and supportive supervision/mentoring. Ability to successfully spearhead projects from all phases of a life cycle, from conceptualization and planning to execution, while containing costs, and overall maximizing profit. Proven track record of completing assignments timely, and precisely. Demonstrated ability to meet deadlines and exceed goals. Committed to strengthening healthcare systems, and community development. Demonstrated ability to work through a problem effectively, and provide the best solution. Widely recognized by peers and superiors for work diligence. Aspiring for advancement, increasing my professional capabilities, and bringing out the best in every team I work alongside.

## CORE COMPETENCIES

- |                                   |                             |                          |
|-----------------------------------|-----------------------------|--------------------------|
| • Report Generation               | • Data Analysis             | • Student Assessment     |
| • Donor & Partner Communications  | • Risk Evaluation           | • Administrative Support |
| • Research Skills                 | • Data Management           | • Performance Evaluation |
| • Monitoring & Evaluation Systems | • Healthcare Policies       | • Project Management     |
| • Health Activities Planning      | • Budgeting & Funding Input | • Data Analysis          |

## SKILLS HIGHLIGHT

- **Critical Thinking:** Use logic and reasoning to identify solutions or approaches to problems.
- **Multitasking:** Juggle multiple tasks and responsibilities while remaining composed and meeting a deadline.
- **Software/Technical Skills:** Proficiency in Microsoft Office Suite, HTML.
- **Soft Skill:** Possess emotional intelligence, technical skills, analytical skill, inter-personal skills, time-management skills, and problem-solving skills.
- **Communication:** Proficient in the English Language. Communicates well in oral and written formats.

## PROFESSIONAL WORK EXPERIENCE

### MONITORING AND EVALUATION OFFICER

CENTRE FOR COMMUNITY HEALTH AND DEVELOPMENT- IN PARTNERSHIP WITH UNICEF, MAIDUGURI.

June 2019- Jan. 2019

- Assisted in building a custom data management tool using excel, used to effectively manage project data, and ensure timely reports.
- Led a team responsible for the timely vetting, and entry of case management files from gender-based violence, and child protection activities into the child protection information management system [CPIMS].
- Managed a team of 12 data entry officers working on the entry of backlog cases across a two-year span into the child protection information management system [CPIMS].
- Doubled the speed of the audit and update of data records in CPIMS over a 4 Year period while eliminating 75% recordkeeping backlog of a child record.
- Improved reporting system, and process leading to better data security, and ensured On-time report of project deliverables to the sector monthly and quarterly.
- Supported and contributed to effective, and efficient planning, coordination, monitoring, and evaluation of the organization's child protection activity across 5 LGA.
- Spearheaded the orienting, training, and supervising 12 data enumerators for survey exercise across 5 LGAs, resulted in the delivery of 90% data validity output.

CENTRE FOR COMMUNITY HEALTH AND DEVELOPMENT- IN PARTNERSHIP WITH NHF, MAIDUGURI.

Feb. 2019- June 2019

- Assisted in building a custom data management tool using excel, used to effectively manage project data, and ensure timely reports.
- Assisted in building a custom data management tool using excel, used to effectively manage project data, and ensure timely report generation.
- Assisted the development of organization's information sharing, and data protection policy document.
- Worked with the program team to set up a program monitoring plan, and provided technical assistance on survey tools to be deployed during the risk assessment and FGD.
- Created a custom data management system to support operations of the project team, and improved auditing process, and aggregation of data.
- Conducted extensive risk assessment surveys across 2 camps in 2 respective LGAs in Borno State.

CENTRE FOR COMMUNITY HEALTH AND DEVELOPMENT- IN PARTNERSHIP WITH GIZ, MAIDUGURI.

Sept. 2018- Feb. 2019

- Assisted the development of the M&E framework as well as survey tools deployed during community development planning activities to over 350 respondents.
- Co-led a team of 10 enumerators and 11 guides onward analysis exercise in five wards within Maiduguri, engaging over 1500 respondents.

- Worked directly with GIZ technical governance team (Borno) on the best methodology to implement during validation, CDP session, and share knowledge, and resources.
- Co-led a team working in carrying data validation sessions with over 100 community representatives across five wards in Maiduguri.
- Technical lead on the development of end of project monitoring, and evaluation assessment report.

CENTRE FOR COMMUNITY HEALTH AND DEVELOPMENT- IN PARTNERSHIP WITH **PLAN**, MAIDUGURI.

**April 2018- Sept. 2018**

- Provided technical assistance on data management activities, and on the development of interactive activity dashboard to project team.
- Assisted in building a custom data management system that was used to ensure proper feedback on complaint boxes set up in schools.

#### **TEACHER ASSISTANT**

**May 2017- April 2018**

BAKIN ADO GOVERNMENT SECONDARY SCHOOL, NASARAWA.

- Prepared lesson plans, and delivered lectures/tutorials to senior class Students on chemistry.
- Conferred with the management in order to determine curriculum development needs, planning lessons, which adhered to the objectives of the curriculum, while utilizing a variety of teaching methodologies.
- Assisted with creating, and implementing a core curriculum for different classes, as a result, received high accolades from the management.
- Oversaw and monitored student behaviour during class- disciplined students who acted out of line.
- Gave out assignments, and graded them.
- Strategized ways to keep lessons engaging, especially difficult to understand concepts- imparted education in an interesting, and fun manner.
- Organized tutorials for 23 under-performing students.

#### **LABORATORY TECHNICAL ASSISTANT - INTERN**

**July 2015- Sept. 2015**

PETROLEUM TRAINING INSTITUTE, DELTA STATE.

- Assisted in the set-up/management of work-stations, and laboratory equipment's for practical; facilitated some session.
- Worked on a review of laboratory practical work/assignment for over 60 academic students.

#### **PRODUCTION ASSISTANT - INTERN**

**March 2015- July 2015**

AXXON PLC, DELTA STATE.

- Worked directly with the production team during production of grease, and other adhesives.
- Carried out inventory assignment of goods produced, and moved out for distribution.

#### **EDUCATION**

- **BACHELOR OF SCIENCE IN INDUSTRIAL CHEMISTRY**  
MADONNA UNIVERSITY, RIVERS, PORT HARCOURT.

**2016**

**REFERENCES AVAILABLE UPON REQUEST**