

Victoria Okorie

Business Analyst

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Profile

Highly motivated Business Analyst with a proven track record of success in analysing and interpreting complex data to drive business decisions. Seeking to leverage my analytical skills and industry knowledge to contribute to a dynamic organization. Committed to continuously learning and adapting to new challenges in a fast-paced environment.

Education

LLM, International Corporate and Commercial Law

University of Lincoln,
Lincoln, UK, 02/2021-02/2022

BL, Law

Nigerian Law School,
Nigeria, 10/2016-10/2017

LLB, Law

University of Ibadan,
Ibadan, Nigeria, 09/2010-09/2015

Certifications

Certified Scrum Master

SMC

Certified Scrum Fundamentals

SFC

Business & Data Analyst Training

NCFE Business Administration Training

NCFE

Diploma ROSPA Level 4 on Train the Trainer in Moving and Handling (Single handed Care)

Technical Proficiencies

Tools: Microsoft Excel, Power BI, MS Office 365, MS Visio, BPMN 2.0, Canva, Microsoft PowerPoint, SharePoint, Business Process Flows, Miro, JIRA, User Stories, Acceptance criteria, Epics, Power BI, Tableau, Microsoft 365 Packages, SQL.

Experience Highlights

Proxycare Personnel Ltd 03/2022- current

Designation: Quality Assurance and Data Analyst Care Coordinator in IRIS Program: Leading Agile Transformation for Enhanced Efficiency and User Experience in Patient & Staff Record Administration

- When negotiating and overseeing financed contracts and care packages, demonstrate exceptional operational management skills to ensure alignment with organizational objectives and regulatory standards.
- Prioritize person-centred care by working closely with partners including the NHS, CCQ, and general practitioners to meet patient and staff needs and preferences while maintaining the highest standards of care.
- In my role as Deputy Manager (2) from August 2023 to October 2023, I was able to effectively grow the service capacity from 70 to 120 clients without triggering any Section 42 or safeguarding red lights. Additionally, given top priority to offering care/support team members in-person training that focuses on effective delegation, growth, and personal development.
- Create new evaluation criteria papers to improve the precision and efficacy of staff and patient assessments, guaranteeing thorough analysis and customized care plan implementation.
- Staff training on risk assessment procedures, care planning implementation, and assessment criteria in order to encourage uniformity, effectiveness, and adherence to best practices in the management of patient and staff records.
- Focusing on data analysis, operational excellence, and quality assurance, I am dedicated to achieving favourable results and improving the entire experience for patients and staff in the IRIS Program.

Data Integrate 09/2019-09/2020

Designation: Junior Business and Data Analyst - Healthcare Data Analysis for Patient Outcome Enhancement

- Collaborated across teams, made use of data technologies for a variety of healthcare datasets, and guaranteed a smooth workflow to enhance patient outcomes.
- Analysed healthcare data using tools like Microsoft Excel, in creating intelligent dashboards and reports, and helping to provide actionable patient results.
- Collaborated with stakeholders to identify data needs, record requirements, support senior analysts with process documentation, and support ongoing healthcare analytics education.

Areas of Expertise

- Data & Business Analysis
- Unit Testing
- Stakeholder Relations & Engagement Strategic Planning & Implementation
- Continuous Process Improvement
- Problem Identification & Resolution
- Documentation & Reporting
- Project & Programme Management
- Documentation & Reporting
- Software Development Lifecycle
- Customer Relations

Subztech 09/2018 – 09/2019

Designation: Entry-Level Data Administrator – Worked on Data Migration Project to Migrate Data from Legacy Platform to TO-BE Platform.

- In order to preserve data accuracy and consistency, I helped organise and manage databases.
- Gathered and examined data reports in order to spot patterns and offer suggestions for bettering the process.
- Put in place data security procedures to safeguard private information and guarantee adherence to corporate guidelines.
- Worked in tandem with multidisciplinary groups to resolve data inconsistencies and offer prompt resolutions.

Ministry of Justice 04/2013 – 09/2017

Legal & Data Administrator Intern - Business Transformation; Business Process Improvement across The Organisation. The aim of the project was to improve the AS-IS process (Case Management system) while Expanding the User Collaboration within and Outside the Organisation

- Supported the legal team in getting ready for hearings and trials by conducting legal research and writing memoranda on pertinent case law and regulatory developments.
- Helped with the processing and analysis of enormous datasets to find patterns and trends that might be applied to the creation of litigation strategies.
- Controlled and arranged electronic filing system to provide quick access to records and data for legal actions.
- Worked with cross-functional teams to increase the accuracy of the data used in court filings and expedite the data collecting process.