

# GIFT NWAMADU

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## PROFESSIONAL SUMMARY

Results-driven Chief of Staff with over 4 years of experience providing comprehensive support to senior executives and managing high-quality stakeholder engagements. Skilled in data analysis, research, and project management. Proven track record of optimising office operations, managing complex calendars, and fostering seamless communication across teams. Adept at handling confidential information with discretion and efficiency. Seeking to leverage a strong organisational skill set and commitment to excellence in a challenging Executive Assistant role.

## CORE COMPETENCIES

Data Analysis	Operations Management	Calendar Management
Research	Social Media Management	Project Management
Insight Generation	Travel Arrangements	Customer Service
Record Maintenance	Solution-Oriented & Problem-Solving	Stakeholder Engagement

## RELEVANT EXPERIENCE

### CHIEF OF STAFF TO THE CEO

January 2023 – present

Clean Technology Hub, Abuja, Hybrid

- **Strategic Advisory & Stakeholder Engagement:** Serve as a trusted advisor to the CEO, managing high-level stakeholder engagements across energy, climate, and policy sectors. Coordinate 30+ meetings monthly across 5+ time zones.
- **Financial & Data-Driven Decision-Making:** Oversee the CEO's financials and expense tracking, conducting data analysis and presenting insights via Excel and Google Sheets to drive cost optimization and strategic growth.
- **Operational Excellence & Project Management:** Spearhead cross-functional initiatives, leveraging Trello and Google Workspace to enhance workflow efficiency by 30% and ensure seamless execution of multi-million-dollar projects.
- **Executive Communication & High-Stakes Presentations:** Develop executive reports, policy briefs, and high-impact presentations for local and global conferences, ensuring alignment with industry trends.
- **Leadership & High-Impact Decision Support:** Provide administrative support to C-level executives, ensuring effective decision-making that aligns with business goals, sustainability objectives, and organizational impact.
- Coordinate travel arrangements, visa preparations, and logistics for C-Level executives to ensure seamless travel mobility

## OPERATIONS MANAGER

IJ Royal Interiors Limited, Abuja

July 2018 – January 2019

### Project Management & Execution

- Organized the office and ensured the proper input of products according to their invoice number, maximized operations and effectiveness by over 45%
- Lead and coordinate multiple interior design projects, ensuring they are delivered on schedule and within budget.
- Work closely with designers, contractors, and suppliers to align project timelines and reduce delays by 20-30%.
- Implement best practices in project planning and execution, ensuring seamless coordination from concept to completion.

### Process Optimization & Operational Efficiency

- Identify areas for improvement in daily operations and introduce **efficient processes** to boost productivity.
- Develop **Standard Operating Procedures (SOPs)** to reduce inefficiencies and enhance workflow.

### Team Leadership & Performance Development

- Lead and mentor a 15+ member operations team, fostering a culture of accountability and continuous improvement.
- Provide training and support to enhance team skills, reducing errors and increasing overall efficiency by 25%.
- Set clear performance goals and provide regular feedback to ensure high team morale and engagement.

### Client & Stakeholder Engagement

- Act as the bridge between clients, designers, and project teams to ensure smooth communication and execution.
- Proactively address client concerns, improving customer satisfaction to 90%+ positive feedback.
- Strengthen relationships with key stakeholders to support business growth and service excellence

## OTHER EXPERIENCES

### HUMAN RESOURCE INTERN

Energy Commission of Nigeria, Abuja

June 2021 – April 2022

- Assisted the Human Resource Manager and coordinated the onboarding and off-boarding processes for 5+ new hires.
- Maintained the accuracy of the HRIS database and assisted with system changes and documentation reports
- Drove idea to request a migration from manual paper filing to a computerized record filing system and traceability method to improve document organization and management.
- Maintained relationships with HR Admin Officers by assisting with ad-hoc HR projects to achieve on-time project completion.

## **GENDER, COMMUNICATIONS AND SOCIAL MEDIA MANAGER June 2021 – April 2022**

Cllice Foundation, Remote

- Conducted thorough research on current gender-related issues and contributed to the creation of content that effectively communicates the organization's stance on gender equality.
- Assisted in the development and execution of social media campaigns aimed at raising awareness about gender-related topics, resulting in a 25% increase in engagement and followers.
- Drafted and edited press releases, articles, and blog posts, maintaining consistency with the organization's messaging on gender inclusivity.
- Monitored media coverage related to gender issues and compiled comprehensive reports for management, providing insights into public perceptions and potential areas for improvement.

## **EDUCATION**

**NYSC Discharge Certificate, May 2022** [Link](#)

**Bachelor of Arts** | Edo State University      **2017 - 2020**  
History and International Studies (4.79/5)

## **CERTIFICATIONS AND COURSES**

### **FUNDAMENTALS OF DIGITAL MARKETING**

Google Skills for Africa

### **FOUNDATIONS OF PROJECT MANAGEMENT**

Coursera

### **DIGITAL MARKETING**

HIIT Academy

## **MEMBERSHIPS/VOLUNTEER EXPERIENCE**

Fellow, Youth for Sustainable Energy Fellowship

Member, Association for Women's Rights in Development

Volunteer, Gender and Communications Assistant, Cllice Foundation

Digital Volunteer and International Member, Amnesty International

Volunteer research assistant, Gender and Clean Cooking, Clean Technology Hub Data Entry

Volunteer, SGP Baseline Survey, Environment and Climate Action

## **PUBLICATIONS**

Article, Gender Relations and Socioeconomic Changes in Colonial Nigeria, EJAMASS vol 3, no 2, 2021. ISSN: 2672-5593 [Link](#)

Short Analysis, Green technology and youth employment in Africa: A transformative opportunity, Africa Policy Research Institute (APRI), 2024. [Link](#)

Policy Brief, Strengthening Sustainable Governance and Administration for Effective Environmental Management in Nigeria, November 2024 [Link](#)

Blog post, Empowering Women in Administration: Driving Sustainable Corporate Social Responsibility, February 2024 [Link](#)

## TOOLS

Google Workspace – Microsoft Excel – ChatGPT - Trello - PowerBi - Slack - Zoom - Calendly  
– Microsoft Powerpoint - Canva – Microsoft Teams- Todoist- Rescue Time - Dropbox –  
DocuSign – Mailchimp – Hubspot – One Note – Buffer – Google Scholar - Canva