

# 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, project management, optimizing 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 organizational skill set and commitment to excellence in a challenging Executive Virtual Assistant role.

## CORE COMPETENCIES

Data Analysis	Email 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

### EXECUTIVE ASSISTANT TO THE CEO

January, 2023 – present

Clean Technology Hub, Abuja, Hybrid

- Facilitate high-quality stakeholder engagement by Coordinating communication with international and local clients, using Slack and Google Mail, and effectively handling over 50 emails daily.
- Manage CEO's financial expenses via Microsoft **Excel** and **Google** spreadsheet, presenting bimonthly reviews.
- Conducted analysis and review of complex data, presenting clear insights through written reports and slide decks using Excel and Google spreadsheet to support CEO and stakeholders in strategic decision-making.
- Draft and Prepare Discussion Points and presentations, using **Google Slides** and **Microsoft PowerPoint**, for Local and International Conferences and events
- Schedule and coordinate 30+ external and internal meetings monthly across time zones using **Google Calendar**, **calendly**, **zoom**, and **Microsoft Teams**
- Assist with managing projects across diverse portfolios using Trello and Google Workspace for project management and collaboration

- Coordinate travel arrangements, visa preparations, and logistics for C-Level executives to ensure seamless mobility

## **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.

## **OTHER EXPERIENCES**

### **RESEARCH ASSISTANT**

Edo State University, Edo State

- Assisted fellow course mates on research topics on War and Crime in Africa, Colonial Presence in Ibadan, and The Role of Women Organizations in Delta State, Nigeria.
- Conducted extensive literature reviews to identify gaps in existing research and contributed to the development of a comprehensive research framework.
- Assisted in designing and implementing research methodologies, including oral interviews from the aged, to collect and analyze data effectively.
- Prepared and presented research findings at departmental seminars and conferences, contributing to the dissemination of knowledge within the academic community.
- Utilized oral and written interviews from the aged in Enugu and Imo environs, and literature reviews from British and Nigerian archives.

## **EDUCATION**

**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, Clice 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