

Umoru Ogwu

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09059566316

Dynamic Programmes Assistant with a proven track record of managing databases, facilitating seamless communication with stakeholders, and supporting program implementation. Highly skilled in ensuring accuracy in data management, driving client engagement, and providing administrative support for successful program execution. Passionate about enhancing operational efficiency and contributing to impactful programs.

Work Experience

Programmes Assistant

Feb 2023 - Present

Jela's Development Initiatives (JDI)

- Managed the JDI workplan and databases for over 500 beneficiaries, ensuring information accuracy, organization, and timely updates.
- Developed and implemented Monitoring, Evaluation, and Learning (MEL) tools to track and report on program indicators, improving data quality for better decision-making.
- Facilitated client and stakeholder communication, responding to inquiries via email and phone promptly to maintain engagement and satisfaction.
- Supported the planning and execution of project initiatives, including virtual events, training sessions, and workshops, enhancing overall program effectiveness.

Strategic Information and Partnerships Officer

Oct 2023 - Present

Civil Alliance for Climate Protection and Education CACPE

- Managed strategic partnerships and developed concept notes and funding applications, ensuring clear and concise communication with stakeholders.
- Conducted prospect research to identify new funding opportunities, strengthening the organization's resource base.
- Assisted in coordinating various climate change initiatives, ensuring all program activities were aligned with organizational goals.

Project Support Staff

Jun 2021 - Nov 2022

Better Life Restoration Initiatives (BERI)

- Managed the Orphans and Vulnerable Children (OVC) database for the ICHSSA4 Project, ensuring the accurate collection, collation, and analysis of data.
- Coordinated communication with households and service providers, ensuring smooth program delivery and addressing any concerns promptly.
- Supported overall project execution by maintaining accurate records and developing reports on program performance.

Graduate Intern

Sep 2022 - Oct 2022

Dataville Research LLC

- Developed implementation and M&E plans for Climate Change Adaptation and Mitigation projects, highlighting experience in designing M&E systems

Core Skills

- Database Management: Proficient in organizing, maintaining, and updating client and program data for accuracy and efficiency.
- Stakeholder Communication: Strong written and verbal communication skills, ensuring timely responses and enhanced client engagement.
- Program Support: Experience in supporting the planning, coordination, and execution of program initiatives and events.
- Tech-Savvy: Proficient in Excel, CRM systems, Word, Canva, and other tools essential for managing tasks remotely.
- MEL and Reporting: Skilled in creating MEL frameworks, analyzing data, and reporting on program outcomes.

Education

Kogi State University KSU

Bachelor of Science Biochemistry

GPA 4.10

Awards

Award of Recognition

May 2024

Jela's Development Initiatives (JDI)

Received an Award of Recognition for streamlining data management processes and improving project reporting accuracy

Certificates

- **AI Career Essentials – ALX (July 2024)**
- **Social Impact Analysis – Acumen Academy (Sep 2024)**
- **Project Management Essentials**
- **Monitoring, Evaluation, Accountability, and Learning (MEAL) in Emergencies**