

WILLIE UKEME

 Abuja, Nigeria

 +234 8133481388

 willievictorukeme@gmail.com

EXECUTIVE SUMMARY

An expert with an exceptional experience managing 30+ high profile projects, ensuring timely delivery, under budget while exceeding management expectations. With a demonstrated knowledge in the use of program management software, Monitoring and evaluation tools as well as an in-depth knowledge data analysis, research and report writing. Result oriented with a proven ability in strategic planning, project management, and process improvement.

SOFT SKILLS

- Exceptional Organizational & Analytical skill
- Attention to detail
- Ability to multitask
- Excellent communication skill in English (Written & Verbal)

SOFT SKILLS

- Microsoft office package
- Google workstation
- Calendly & Calendar Management
- Project management software

EXPERIENCE

MONITORING & EVALUATION / PROGRAM ASSISTANT

Catholic Caritas Foundation of Nigeria (NGO) - Enugu | 05/2021 – 01/2023

- Established efficient workflow processes, monitored and developed report for daily, weekly and monthly productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- Improved data entry accuracy by 60% by introducing a read through system which ensures which ensured the precision of each entered record, Development of memo and Calendar management.
- Lead assessments and monitoring, including development of tools for data collection and entry, data quality assessment improving productivity by 30%

INTERNATIONAL DEVELOPMENT INTERN

Dataville Research LLC - Remote. | 07/2020 - 3/2021

- Developed creative research tools, including presentations, rend reports and data sheets
- Planned and implemented studies to assess development conditions among rural communities and evaluated results to enhance development campaign.
- Gathered, arranged and corrected research data to create representative graphs and chats highlighting results for presentations

ADMINISTRATIVE ASSISTANT

Federal Mortgage Bank of Nigeria - Abuja | 5/2019 - 6/2020

- Managed office inventory by restocking supplies and placing purchase order to maintain adequate stock level.
- Developed professional correspondence, reports and scheduling on MS Office. Slashed clerical errors by over 25% and saved N35000/monthly with improved scheduling accuracy.
- Trained 3 administrative assistants on customer services, file management and other office procedures.

EXECUTIVE ADMINISTRATIVE ASSISTANT

Ideal Canaan Academy - Enugu | 10/2018 - 2/2019

- Established an efficient record management system, Manage and coordinate multiple extremely active calendars concurrently and ensure schedules are followed and respected.
- Serve as office manager; supervise the receptionist, order and maintain office supplies and inventory, write and edit business correspondence, and create as well as organize confidential files.
- Processed expenses reports, set up meetings and performed event planning.

EDUCATION

BACHELOR DEGREE IN PSYCHOLOGY

University of Nigeria, Nsukka.

9/2013 - 7/2018

SENIOR SECONDARY SCHOOL CERTIFICATE

Command Secondary School, Enugu.

9/2007 - 6/2013

COURSES ATTENDED

Coursera

Project Management

10/2022

Management and Strategy Institute

Project Management Essentials

10/2022

CARITAS FOUNDATION OF NIGERIA, Enugu

COVID 19 Testing and SORMAS entry

8/2021

COURSERA

Data Analysis

7/2022

CARITAS FOUNDATION OF NIGERIA, Enugu

Fundamentals of Monitoring & Evaluation.

8/2021

LINKON NET COMPUTER INSTITUTE

Human Resource Information System Course

3/2020

REFERENCE

Available on request