Uzoamaka Ogbodo

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***Headline***: Passionate Business Support and Administration| Orchestrating People and Organizational Development with Impactful Results

***Summary:*** Passionate, analytical, committed. Continuous learner. I am skilled at linking people and organizations with the resources they require to function optimally. I seek to improve effectiveness, learning, growth, sustainability, and excellence in the organizations where I work.

**RESPONSIBILITIES**

**Organization: Genesis Group Nigeria Limited**

**Period:**2011 to 2012

**Designation:** Senior Organisational Development Adviser

* Recruitment
* And other HR-generalist assignments like support in employee relations, disciplinary and grievance, policy, support to payroll function, and overseeing of new joiner administration and Change Management
* Development of annual training plan and budget
* Sourcing and screening of facilitators for external training programs
* Ensuring that the company meets the statutory requirements of the Industrial Training fund
* Maintenance of the training database
* Assist in the administration of the Performance Management system

**Organization: INFODIGM Limited Management Consulting**

**Designation:**Analyst II, HRM SBU; Business/Facility manager

**Period:** 2010- 2011;

* Logistics support at strategy sessions
* Assist in proposal development and work plan development.
* Development of products, services, and annual revenue budget for the HR SBU
* Responsible for the facility management function of the organization
* Facilitating HR management consultancy services to clients in the absence of the Senior Partner
* Performance Management
* Compensation and Benefits Administration
* Recruitment for own & Clients’ organisations
* Salary surveys

**Organization:** ProHealth International

**Designation:** Strategic Behavioural Communications Officer - HIV /AIDS Reduction Program in the Niger- Delta (HARPIN)

**Period:** 2008-2010

* Training management for in- and out-of-school youth, PLWHA, PABA, Health workers, and support group leaders in training projects of 2 weeks to 9 months duration
* Advocacy for enabling environments at state, LGA, and community levels
* Focal person for all Pro-health international projects, Obio/Akpor LGA
* Development and pre-testing of media messages and materials
* Creation of demand for PMTCT services, HCT and STI treatment
* Community/facility mappings for the project sites
* Identification of stakeholders
* Stakeholder’s analysis
* Mentoring and support to facility and community staff/volunteers
* Technical support/mentoring to LACA
* Writing monthly and quarterly activity reports
* Supervising 30 (thirty) support staff (community-based volunteers)
* Development and facilitation of community mobilization/integration strategies
* Project monitoring and evaluation
* Work plan development

**Organization:**Excellence Community Education Welfare Scheme (ECEWS)/ PEPFAR/CDC Implementing partners, Uyo, Akwa Ibom State

**Designation:**Monitoring and Evaluation Intern/ Project Support Officer, MACC- 4 Project (A Condoms and Other Preventions Project with MARPS- Most-At Risk Populations- Female Sex workers, Uniformed Service Men, Female out-of-school youth, and clients with Sexually Transmitted Infections)

**Period:**2007 – 2008

**Responsibilities:**

* Support in managing commodities stocks worth several tens of thousands of dollars
* Supporting the training function with logistics support across 18 project implementation sites in 2 states
* M&E tools development, deployment, training, and reporting
* Work plan development
* Delivery of training to FSWs, USM, FOSY, and patients at STI clinics with the PEP Model

**Organization:**Heal the Land Initiative in Nigeria (NYSC) (Uyo, Nigeria). **Funders:**

* World Bank HIV and AIDS fund
* Global Fund/NEPWHAN
* Canadian Agency for International Development/Federal Ministry of Women Affairs
* Akwa Ibom state government/SACA
* Office of the Presidency on Millennium Development Goals
* UNICEF

**Designation:** Project Intern (NYSC)

**Period:**2006- 2007

**Responsibilities:**

* Development of peer education work plan
* Supporting project officer in advocacy, open community, and town hall Meetings
* Other logistics and administrative support
* Stigma Reduction Program (Psychosocial support)
* Report writing
* Support Group Capacity- building facilitator:
	+ Nutrition counselling
	+ Drug adherence counselling.
	+ Income-Generating Project
	+ Skills Acquisition

***VOLUNTEER EXPERIENCE:***

**Organization: Jinkai Intervention Global Initiative**

**Period:**2013 to present

**Designation: Admin Personnel/Project Coordinator**

**Responsibilities:**

* Vendor and contractor management
* Utility staff coordination and supervision
* Event management and hospitality coordination
* Provision of logistics support during agricultural extension training and several free healthcare projects across northern Nigeria
* Provision of Hepatitis and HIV Testing and Counselling services and referrals

**Organization:**Society for Family Health, HCT project at the NYSC Camp, Nsit Atai, Akwa Ibom State

**Funders:**USAID, the UK Department for International Development Project (DFID)

**Period:**2008

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**Organization:**Pro-Health International

**Funders:**NDDC

**Period:**2008

**Responsibilities:**

* Resource person in health promotion unit on five free healthcare projects
* Building the capacities of several hundred persons on antenatal, infant, and HIV infection care nutrition, malaria prevention, basic hygiene, HIV/ AIDS infection management, infection prevention
* Provision of HIV Testing and Counseling Services, referrals to several hundred persons over four months

**Organization:**Life Motivational Network (LMN) Akwa Ibom State,

**Period:**2006-2007

**Responsibilities:**

* Research and development of training modules on career development and life skills
* Life skills counsellor/coach for youth in tertiary and secondary institutions in Uyo

***EDUCATION***

* Nexford University, Bachelor of Business Administration (In-view)
* Ahmadu Bello University, Zaria B.Sc Biochemistry
* University of Ife Consultancy Services (Kaduna Centre) Diploma in Computer Studies

***SKILLS***

* Research
* Analysis
* Training Impact
* Project management
* Questioning
* Curiosity
* Experimentation
* Investigation
* Sourcing
* Entrepreneurship
* Empathy
* People-development
* Planning and Scheduling
* Process improvement

***REFERENCES*** to be provided upon request