


# Ekemini Akpakpan

Nigeria

 [linkedin.com/in/ebakpakpan](https://www.linkedin.com/in/ebakpakpan)

 [me@ekeminiakpakpan.com](mailto:me@ekeminiakpakpan.com)

## Summary

Ekemini Akpakpan is an effectiveness-oriented Administrator, who identifies growth opportunities and deploys strategic planning to deliver on goals and objectives of projects and organizations. She is resourceful, and provides qualitative support for high performance among team members. Her knack for communications, human capital development, and resource allocation, bring to bear in her organizational development prowess. She has over 7 years experience in the international development space

## Experience



### General Manager

#### African Women in Leadership Organisation (AWLO)

Jan 2017 - Present (3 years 8 months +)

- In-charge of the day-to-day administration of the African Women in leadership Organisation International Secretariat
- Strategic Planning, and Institutionalization of Social Change Programs for women and girls. Including African Women in Leadership Conference, Next Generation Female Leaders Fellowship, Student leadership Club, and AWLO-500.
- Facilitation of administrative support for AWLO's international conventions including HeforShe Africa Summit
- Organizational Development & Institutionalization of Organizational Processes and infrastructure; leading a constitutional review process to create clear structure and implementation of a matrixed organization.
- Development of Organizational Philosophies and Culture; to provide a strategic vision and unity within the organization.
- Facilitation of High Quality Administration for organizational deliverables. Including the AWLO Youth Council and AWLO Magazine.
- Founding Team member of AWLO Leadership School (LLC); as member Board of Trustees.
- Provision of support for team members growth, performance management, and the environment of a learning organization; proven in high career growth
- Development of corporate documentations including event concept notes, bids, budgets, and proposals.
- Identification, facilitation, and engagement of stakeholders

### SLA Contributor

#### SheLeadsAfrica.Org

Jan 2017 - Apr 2019 (2 years 4 months)

Leadership & Career content creation; for developing young women's competencies. Role entailed

Research

Curating Articles on exceptional Women in Leadership in Africa.

Article ideation and content pitch creation

Women's leadership column development



### Manager International Administrative Headquarters

#### African Women in Leadership Organisation (AWLO)

Nov 2015 - Dec 2016 (1 year 2 months)

- Creation of a 1-year brand repositioning strategy. Including compelling brand communications, and online brand overhaul, leading to increased brand retention.
- Resource allocation; leading to the founding of a global administrative infrastructure known as AWLO International Secretariat
- Facilitation of AWLO Magazine overhaul, as part of brand repositioning strategy
- Facilitation of administrative support to AWLO's local chapters; including programs and event support
- Creation of 'SheVooices' Campaign; A communications for Change Campaign, that rallied over 500 African Females and Celebrities via tv.awlo.org/shevoices

KAMDORA

## Content Writer

### Kamdora

Jun 2015 - Jun 2016 (1 year 1 month)

- Development of 'inspirational' content strategy - a daily women's personal development column; Girlifestyle
- Use of basic HTML formatting, Search Engine Optimization, Adobe Creative Suite in content deliverables
- Collaborating with teams to deliver on key performance indicators and organization's strategic goals



## Executive Assistant

### Artin Taps

Apr 2015 - Oct 2015 (7 months)

- Support MD/CEO in external communications, correspondence, and administrative tasks.
- Research, engagement, and facilitation of a Nigerian distributor-base to build supply-side capacity for the company
- Facilitation of investor acquisition to build company's faucet factory in Nigeria



## Project Manager

### New Phase Charity

2011 - 2014 (4 years)

- Creation of Concept Note; embedding projects' strategic plan for achieving output and outcomes.
- Design, implementation and monitoring/evaluation of programs to provide better life and educational outcomes for adolescent girls.
- Budget planning and allocation of resources, for schools feeding program, skills training, and school supplies for primary and secondary schools.
- Developing and managing stakeholder relationships, including high level leaders in education ministry, sponsors, civil society, and donors, for scholarships, schools feeding program, and furnishing of 20 school libraries.

## Education



### University of Uyo

Bachelor's Degree, Clinical Biochemistry

2006 - 2011

Actively involved in extra-curricular activities like Journalism, Presentation, On air hosting, and Radio Production.



### Federal Government Girls College (FGGC) Ikot obio itong, Akwa Ibom State

2000 - 2006



### University of the People

Bachelor of Business Administration - BBA, Business Administration

2018 - Present

## Licenses & Certifications



**Fundraising Essentials** - Acumen



**Policy Making: Ideas for a Better World** - British Council

## Honors & Awards



**Forum for Young Professionals Honoree** - International Congress and Convention Association

Nov 2018

Selection for the Forum for Young Professionals, an annual delegation of 35 selected young industry professionals from a diverse array of backgrounds for educational, networking opportunities, social activities and guidance in the meetings industry from some of the most influential meetings industry figures for over 3 days.

The FYP provides a wealth of knowledge, a stronger network within the meetings industry, and enhanced professional skills.



**Founder's Award African Women in Leadership Organisation** - The Founder, African Women in Leadership Organisation

Jan 2018

Award of Excellence

## Skills

Organizational Development • Change Management • Team Building • Leadership • Research • Training • Writing • Company Profiling • Strategic Planning • Resource Allocation