

MERIT EJIRO

Phone: +234 705 197 3760 | Email: meritejiro14@gmail.com

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Research Assistant with over four years of experience in research, administrative support, and project coordination. Passionate advocate for children's and youth rights, with extensive expertise in policy research, development, and advocacy. Skilled in conducting in-depth research, data analysis, and policy evaluation to drive systemic change at local and national levels.

EDUCATION

- **Bachelor of Science in Banking and Finance**
Delta State University, Nigeria
- **Virtual Assistant Certification**
ALX Africa

CERTIFICATIONS

- Certification in Child Rights Advocacy (In Progress)
- Google Workspace Certification
- Project Management Fundamentals, ALX Africa

KEY SKILLS

- **Research & Policy Analysis:** Skilled in conducting research on child and youth rights towards legislative reforms.
- **Data Collection & Reporting:** Skilled in gathering and analyzing data to support policy recommendations and social impact projects.
- **Child & Youth Advocacy:** Proficient in community outreach, policy development, and collaboration with youth-focused NGOs.
- **Project Management:** Experienced in leading projects focused on social change, policy reform, and community development.
- **Education & Awareness Campaigns:** Skilled in creating initiatives to raise awareness of children's and youth rights.
- **Administrative Support:** Proficient in managing calendars, organizing travel logistics, and

maintaining efficient workflows.

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TECHNICAL PROFICIENCIES

- Google Workspace (Docs, Sheets, Slides)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Research Methodologies: Surveys, interviews, data analysis, policy evaluation •
- Digital Advocacy: Promoting awareness through social media platforms
- Project Management Tools: Trello, Slack

PROFESSIONAL EXPERIENCE

Social Media Manager, *Booktellingng* - July 2024 — Feb 2025

- Assisted in managing hotel partnerships and connectivity.
- Maintained client relationships, addressing concerns and optimizing service delivery.
- Conducted data analysis to track performance metrics and identify opportunities.

Research Fellow, *Keeping Faith Educational Foundation* - May 2024 Till date.

- Designing and implementing surveys to collect data on youth participation in educational and social programs.
- Assisting in creating advocacy materials and facilitating educational workshops for marginalized communities.
- Conducting policy analysis to provide data-driven insights for child protection initiatives.

Virtual Assistant, *NextGen Consulting* - Oct 2023 – Apr 2024

- Managed executive calendars, appointments, and travel arrangements for senior executives.
- Organized an international conference for 100 participants, reducing costs by 15% through effective planning.
- Developed and implemented a digital filing system, improving document retrieval time by 40%.

Research Associate, *Keeping Faith Educational Foundation* - Mar 2020 – Sep 2023

- Conducted in-depth research on socio-economic factors affecting children and youth in Nigeria,

including education, child labor, and employment challenges.

- Analyzed national policies on child protection and youth empowerment, identifying critical gaps and areas for reform.
- Collaborated with a multidisciplinary team to formulate child rights policy recommendations, which were presented to NGOs and government stakeholders to influence legislative changes. • Developed evidence-based strategies to enhance youth education access and employment opportunities, promoting sustainable development.
- Led impactful advocacy campaigns to raise public awareness of children's rights, emphasizing the importance of education, healthcare access, and protection from exploitation.

VOLUNTEER EXPERIENCE

- Humanidad Care Foundation.
- Lagos Food Bank
- Easy Rent Team

LANGUAGES

English (Fluent)

INTERESTS

Research & Policy Analysis, Community Development, Environmental Advocacy, Human Rights Advocacy, Youth Empowerment and Traveling.

REFERENCES

Available upon request.