

PERSONAL INFORMATION

Ojeaku Vivienne Nwabuzo

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JOB APPLIED FOR

WORK EXPERIENCE

2014 **Shadow Report Officer**

European Network Against Racism, Brussels (Belgium)

- Writing European trend reports, country fact sheets and research briefings
- Designing questionnaires and managing national research contracts
- Carrying out data analysis, data visualization and desk-based research
- Monitoring developments in race equality across Europe
- Contributing to the communication strategy and social media activities
- Organising events and seminars

2011–2014 **Research and Policy Analyst**

Runnymede Trust, London (United Kingdom)

- Managing research projects from design to delivery
- Conducting research using qualitative and quantitative methods
- Delivering all aspects of research design, fieldwork, analysis and writing-up of results
- Undertaking research for briefing papers, public policy consultation responses and presentations
- Liaising with key project partners and relevant agencies
- Co-ordinating the Runnymede Academic Forum and Emerging Scholars Forum
- Organising meetings, launches, seminars and conferences

2010–2011 **Policy Officer**

Action for Children, London (uk)

- Writing policy briefings
- Monitoring policy developments
- Providing policy advice to the communications and campaigns team

2008–2010 **Communication Officer**

National Children's Bureau, London, United Kingdom

- Developing and delivering advice and communications activities for the national government programme – Aiming High for Disabled Children
- Collaborating with senior civil servants in the Department for Education and the Department of Health to develop the programme's activities and communications
- Writing briefings on the Disabled Children's Services National Indicator and contributing to progress reports for the AHDC programme
- Disseminating information on policy and practice developments and opportunities to influence

-Organising and ensuring the smooth running of high profile events and conferences

2004–2007 Information Officer

National Council for Voluntary Youth Services, London (UK)

- Developing and delivering national advocacy messages for the voluntary youth sector
- Contributing to the organisations policy consultation responses by engaging stakeholders through focus groups, meetings and online discussions
- Managing and developing a website and database project across two organisations
- Supporting the members to ensure that advocacy objectives are linked and partnerships are formed by building and maintaining strong relationships with stakeholders
- Organising photo shoots and working with photographers, designers and printers to produce a variety of promotional materials
- Managing volunteers and temporary staff with differing needs

2003–2004 Orpheus Intern

European Foundation Centre, Brussels (Belgium)

- Conducting policy research on EU initiatives, approaches and policies on migration and integration
- Researching information on potential funders and funding opportunities
- Providing support to the senior manager
- Planning and arranging seminars, meetings, accommodation and travel arrangements

2002–2003 Graduate Programme Assistant

European Dialogue, London (Brussels)

- Providing research assistance into policy developments and best practice in international development specific to social inclusion of Roma people in Eastern Europe

EDUCATION AND TRAINING

2013 Participatory Action Research 1

University of Durham, Durham (United Kingdom)

2013 Introduction to data visualisation

In-house training delivered by an academic from the University of Portsmouth, London (UK)

2011 MA Political Communications

Goldsmiths, University of London, London (uk)

- Critical race theory
- Critical perspectives on political communications
- Post-colonial culture and global policy
- Research methods

uk

1999–2002 BSc Politics

University of Southampton, Southampton, United Kingdom

Political theory

Comparative politics

International relations Research skills and SPSS

1997–1999 **A Levels**
 Sydenam High School, London, United Kingdom
 English
 French
 Politics

PERSONAL SKILLS

Mother tongue(s) English

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	B1	B2	A2	A2	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Organisational / managerial skills

Job-related skills I am an enthusiastic and resourceful professional with significant policy research skills and high level project management.
 I have a good knowledge of political processes and experience of working closely with national government officials.
 Additional strengths include a high degree of technical competence, creative flair, prioritising, problem solving, developing strategies, building and maintaining relationships at all levels.

Computer skills Proficient in most Microsoft Office programmes
 Competent in the Adobe creative suite Experience of HTML and several content management systems

ADDITIONAL INFORMATION

Publications
 -*The Riot Roundtables - race and the riots of August 2011*, Runnymede Trust publication, 2012
 -*Measuring the impact of public service reform*, Runnymede Trust publication, 2013
 -*Croydon Race Equality Scorecard*, Runnymede Trust publication, 2014
 -*Redbridge Race Equality Scorecard*, Runnymede Trust publication, 2014
 -*When education isn't enough - Labour market outcomes of ethnic minority graduates at elite universities*, Runnymede Trust publication, 2014