

IFUNANYA SYLVIA ONUIGBO

JADE RESIDENCE – 39 Kusenla Road, Lekki, Lagos, Nigeria.

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PROFESSIONAL EXPERIENCE

Anambra State House of Assembly

May 2022 - March 2023

- ☐ YPP Candidate for State House of Assembly, Orumba South Constituency☐

The ONA Restaurant

Feb 2022 – Present

Restaurant Manager

- ☐ Collaborated with team on the successful development of the new restaurant located in the heart of Lagos, Nigeria. Achieved 10% budget savings by negotiating quality materials and equipment prices with contractors and craftsmen.
- ☐ Implemented effective recruitment strategies that decreased time-to-fill by 20% and time-to-onboard new hires by 20%.☐
- ☐ Improved menu pricing, calculating optimal price points for menu items based on raw food costs, ideal food-cost percentages and dining service, generating 40% increase in net revenue.☐
- ☐ Created standard operating procedures for dishes and training manuals for staff.☐
- ☐ Recruited, trained, onboarded, and currently manage a team of over 40 internal employees and 10 external employees.☐
- ☐ Implemented cost effective operational processes for food preparation in collaboration with the Head Chef leading to a notable increase in efficiency.☐
- ☐ Reduced production cost and wastage by evaluating ingredient consumption, menu offerings and customer preferences. ☐
- ☐ An analysis of EPOS weekly sales data to determine dining trends and implement improvements that led to an increased profitability by 28%.☐
- ☐ Conduct a day-to-day inspection of restaurant floor and kitchen to ensure compliance with restaurant standards and public health rules and regulations.☐

NYS Atelier/The Observatory

July 2021 – Feb 2022

P.A to Executive Chef and Administrative Manager

- ☐ Acts as liaison between Executive Chef, Prospective and existing Clients and other parties by Handling correspondence and phone calls.
- ☐ Handled and managed all administrative and managerial related activities in the kitchen and personnel.
- ☐ Inspect kitchen to ensure cleanliness before, during and after food preparation as well as observe quality during food preparation and service.
- ☐ Handle logistics for employer and company; travel arrangements and lodging for Executives.
- ☐ Handle inventory, requisition, bookkeeping, invoicing and accounts for the company.
- ☐ Evaluated ingredients budget and inventory records, reducing monthly expenses by N1,500,000.
- ☐ Maintained strict confidentiality and handled sensitive information with utmost discretion.

☐

**Hanwell Engineering.
Junior Project Manager**

Aug 2019 – Jan 2021

- Assisted in planning and execution of projects.□
- Maintained proper project documentation, ensuring ease of accessibility to approved personnel's, confidentiality and accuracy.□
- Coordinated meetings, created agendas and prepared meetings.□
- Managed project schedules, tracked all ongoing project timelines and communicated deadlines and possible delays to senior project manager.□
- Collaborated with team to ensure effective and timely communications while monitoring the progress of projects with the aid of collaboration tools.□
- Collaborated with the accounts department to prepare accurate cost estimates and financial reports for all stages of several projects.□
- Conducted detailed site visits and inspections to assess project requirements and identify potential cost saving opportunities.□
- Contributed to a building development project by providing cost effective methods to help lower the estimated budget by 15%.□

**The Next Hospitality Services Limited.
P.A to Managing Director.**

Jun 2017 – Aug 2017

- Effectively handled communications between the Managing director and other parties via phone calls, email correspondence and physical meetings.□
- Scheduled and coordinated virtual and physical meetings, appointments and trainings for staff. □
- Handled travel arrangements, including flight and hotel bookings, and itinerary planning.□
- Handled administrative tasks such as data entry, documentations and file organization.□
- Prepared and proofread documents, reports and presentations for meetings and projects bidding.□

EDUCATION

Covenant University – Ogun, Nigeria

Aug 2015 – Nov 2020

B Eng. Petroleum Engineering - Second Class Upper

PROFESSIONAL CERTIFICATIONS

- ☐ Energy Transition Certification (IFP SCHOOL).☐
- ☐ Hospitality Management Studies (ALISON).☐
- ☐ Administrative procedures and support in the office (ALISON)☐
- ☐ Foundations of Project Management (GOOGLE)☐

SKILLS & FUNCTIONAL COMPETENCIES

- ☐ Excellent Leadership and managerial skill
- ☐ Recruitment and onboarding
- ☐ Communication skills
- ☐ Team/collaboration skills
- ☐ Strong work ethic and detail-oriented
- ☐ Microsoft Office Suite and Google Workspace☐
- ☐ Restaurant management☐
- ☐ Zoho Corporation, Zapier, Quickbook, Canva, CRM software, Project management and collaboration softwares.☐
- Conflict resolution☐
- Planning and Organization☐
- Customer Relationship skills☐
- Project Planning and Support☐
- Time Management☐

TRAINING

- ☐ Project Management☐
- ☐ Leadership and Management (Shaw Academy)☐

VOLUNTEER ACTIVITIES

- ☐ Society of Petroleum Engineers, Student Chapter, Covenant University.☐
- ☐ British Heart Foundation, Shop Volunteer, United Kingdom.☐

LEADERSHIP POSITIONS HELD & AWARDS

- ☐ Public Relations Officer, College of Engineering, Covenant University)☐
Sept 2019 – Nov 2020
- ☐ Public Relations Officer, Society of Petroleum Engineers (University Chapter)☐
Aug 2019 - Nov 2020
- ☐ Course Representative, Department of Petroleum Engineering, Covenant University☐

Aug 2018 - Nov 2020

INTERESTS

Reading, Photography, Cooking, Travelling and music.