

Faruq Olawale Sosanya

Operations & Programme Coordination · Founder Support · Digital Operations · Documentation & Reporting
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PROFESSIONAL SUMMARY

Programme and operations coordinator who turns organisational priorities into tracked, documented, delivered work across health NGOs, a growing foundation and public-sector programmes. Coordinates multiple projects and deadlines at once, keeps stakeholders informed, and produces clear reports, meeting notes and project updates. Built a funding and CSR pipeline tracking 35+ opportunities, serves as rapporteur for the Ogun State Laboratory Technical Working Group, and has supported community health outreach and a community development project. Proactive, dependable and solution-oriented, with daily use of Google Workspace, project trackers and AI tools.

CORE COMPETENCIES

Programme Coordination · Project Tracking & Follow-Up · Stakeholder Communication & Management · Reporting, Meeting Notes & Documentation · CSR & Funding Pipeline Management · Community & Field Engagement · Event & Meeting Logistics · Records & Data Accuracy · Process Improvement · Microsoft Office, Google Workspace & Project Trackers

WORK EXPERIENCE

Programme Operations Coordinator | May 2026 – Present

The Emmanuel Olatunde Sanya (EOS) Foundation · Abeokuta / Remote · Part-time

- Coordinate operations, administration and programme implementation directly with the founder, turning priorities into plans, trackers and follow-through across programmes, communications and funding.
- Rebuilt the foundation's operating systems for its relaunch (Drive architecture, task-to-action tracker and funding pipeline) within 48 hours of joining.
- Identified 15+ funding and CSR opportunities, then built and maintain a pipeline of 35+ with stage tracking, deadlines and automated alerts for deadlines within 7 days.
- Run weekly execution tracking, recording meeting minutes and turning them into action items with owners and deadlines; draft partnership and funder correspondence and schedule stakeholder meetings.
- Wrote the six-phase operations SOP for the Neuro Champions Fellowship (recruitment and onboarding through to an annual summit) and grew its pre-launch applicant community to about 89 people in five weeks.
- Reviewed two major funding applications before submission, flagging inconsistent figures, an unverifiable statistic and a misaligned funding category.
- Built the foundation's website and fellowship learning platform from scratch (Next.js, Supabase, Vercel).

Digital Operations & Systems Specialist | Jan 2026 – Present

Infectious Disease Alliance (IDA), global health NGO · Remote · Contract

- Coordinated IDA's website redesign with Executive Director sign-off across 10+ contributors in 6 time zones, from requirements and content audit to phased rollout.
- Built stakeholder records for 2,800+ contacts across 13 committees and 2 coalitions, consolidating fragmented spreadsheets into structured, zero-error collections.
- Built the newsletter system now averaging ~50% open and ~20% click rates across 4,500+ recipients (Jun–Aug 2026).
- Rebuilt a recruitment workflow broken for 4+ months and recorded a self-service guide for HR; onboard new staff and contributors, including web developers.
- Led website and digital operations for IDA's Primary Healthcare Coalition, presenting and refining a site architecture proposal with the coalition team.

Secretariat Support (Rapporteur) — Ogun State Laboratory Technical Working Group | Mar 2026 – Present

Ogun State Ministry of Health · Contract

- Delivered secretariat support for the inaugural two-day meeting with WHO, Federal and State Ministries of Health, academic institutions and professional bodies: attendance, logistics, transcription, minutes, resolutions and action points.
- Rapporteur for the Q3 2026 quarterly meeting: drafted the Day 2 report, compiled the merged report, documented the meeting in photos and prepared the Q3 presentation.

Strategy & Market Research Associate (Project-Based) | Jan 2026 – Apr 2026

Maison AMEEABLE LTD · Remote · Part-time

- Conducted primary buyer research and competitor analysis for an artisan-led B2B brand; co-authored 'Strategic Buyer Insights for Artisan-Led B2B Brands (2026)'.

Graduate Assistant Librarian (NYSC) | Feb 2025 – Dec 2025

Anambra State Polytechnic (ANSPLY) · Awka · On-site

- Handled correspondence, scheduling, and documentation; catalogued and digitised 1,600+ records. Commended by the Rector, the Registrar, and the NYSC State Coordinator.

Field Operations & Data Systems Officer (NYSC) | Jun 2025 – Nov 2025

Independent National Electoral Commission (INEC) · Anambra State · Contract

- Entered biometric and registration data for 1,200+ registrants with zero errors; served as Presiding Officer on two elections with zero spoilt ballots.

VOLUNTEER EXPERIENCE

Volunteer Programme & Laboratory Support | Jan 2026 – Present

Islamic Medical Association of Nigeria (IMAN), Ogun State

- Supported community health screenings (100+ participants per session) — participant flow, test recording, and structured records for post-programme reporting.

Volunteer Accounts & Records Coordinator | Mar 2024 – Apr 2026

Idera-Oluwa de & Itesiwaju Community (Power Upgrade Project)

- Tracked contributions and reconciled finances across a multi-phase project, keeping audit-ready records of donations, allocations, and expenditures.

EDUCATION

B.Sc. Biochemistry & Molecular Biology — Second Class Upper (GPA 3.94/5.0) · Obafemi Awolowo University (OAU), Ile-Ife · 2018 – 2024

TOOLS

Google Workspace · Microsoft Office/Teams · Notion · Asana · Slack · Google Meet · Brevo · Wix CMS · Zapier · Canva · Loom · AI: Claude, ChatGPT, Gemini, Perplexity · AI transcription: Otter.ai, tl;dv, Firefly

CERTIFICATIONS

CAPM-Aligned Project Management (35 PDUs) — Pinnacle Coterie International, 2025 · HR Management — Pinnacle Coterie International, 2025 · Generative AI for Productivity — Microsoft & LinkedIn, 2025 · AI Career Essentials — ALX Africa, 2024

SELECTED RECOMMENDATIONS

- “He takes ownership of his work, responds well to feedback, and continuously looks for ways to improve processes and strengthen operational efficiency.” — Rodrigo Scotini, Executive Director, Infectious Disease Alliance
- “If you're looking for someone who finds solutions to problems and not the other way around, Faruq is your guy.” — Tue Ingemann Paarup, former Communications Director, Infectious Disease Alliance

Languages: English (professional), Yoruba (native).