

DAVID YAKUBU

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OBJECTIVE

Junior analyst and researcher with sharp analytical skills, clear communication, and proven ability to manage complex workflows in fast-moving policy and security environments. Experienced in producing actionable research briefs, coordinating stakeholder engagement, and supporting strategic decision-making.

EDUCATION

Villanova University — *M.A., Political Science* **Dec 2025**
University of Jos — *B.Sc., Criminology and Security Studies, Upper Honors* **Dec 2020**

PROFESSIONAL EXPERIENCE

Graduate Research Assistant — **Office of Graduate Research & Education, Villanova** **Jan 2024 – Dec 2025**

- Produced 15+ concise policy briefs and literature analyses on foreign policy, technology, and national security for faculty and conferences, directly informing research direction and strategic planning in a fast-moving environment.
- Managed logistics and outreach for 12+ public-facing and academic events (25–120 attendees), handling speaker recruitment, calendar coordination, travel arrangements, SharePoint administration, and on-time execution.
- Implemented Excel tracking systems for grants and applications; standardized workflows and file naming conventions, reducing weekly reporting time by 20% and increasing successful submissions by 30%.
- Developed step-by-step guides and templates for competitive fellowship applications and mentored peers on structure and timelines, improving submission quality and review efficiency by 25%.
- Partnered with faculty to design and launch diversity initiatives, increasing graduate student inclusion and participation in campus programs.

Internal Control Assistant — **Manna Mountains Limited** **Aug 2022 – Jan 2024**

- Supported 5 formal compliance audits and operational reviews across logistics and cross-border trade functions.
- Prepared 12 formal risk and compliance reports annually assessing procurement integrity, regulatory adherence, and operational exposure.
- Reviewed maritime logistics documentation for imports and exports into Nigeria, ensuring compliance with customs and trade regulations.
- Assessed vendor and procurement records to identify financial control gaps and reduce process vulnerability.
- Coordinated with finance and operations teams to strengthen recordkeeping systems and improve inspection readiness.

Special Assistant — **Nigerian Security and Civil Defense Corps** **Jan 2021 – Aug 2022**

- Supported daily intelligence briefings (5 per week; 40+ monthly) synthesizing security updates for senior officers across three coordinating agencies.
- Prepared analytical summaries assessing internal security risks affecting economic activity and regional operations.
- Managed classified documentation workflows in compliance with national security protocols.
- Facilitated inter-agency information exchanges to improve coordination during high-tempo operational periods.
- Contributed to situational awareness reporting during multi-agency response activities.

RESEARCH & PUBLICATION

- Yakubu, D. (2026) "Critical Minerals Supply Chains and U.S. National Security." *Int. J. Multidiscip. Futuristic Dev.*, 7(1), 43–48.
- Olanrewaju, A. G., Yakubu, D., Dada, A. O., & Oladipo, P. O. (2023). The Naira's Floating Exchange Rate Regime: Capital Flows and Investment Implications. *World Journal of Multidisciplinary Research and Reports*, 4(1), 108.
- Bassey, I. S., Yakubu, D., Abiola, O. A., & Dada, S. B. (2020). Community-Driven AI Ethics Frameworks for Sustainable Development in Africa. *International Journal of Scientific Research and Engineering Development*, 3(2), 1270–1278.

LEADERSHIP & SERVICE

- President, African & Caribbean Graduate Students Association **2024/25**
- International Student Officer, Graduate Student Senate **2024/25**
- Academic Integrity Panel Member, Office of the Provost, Villanova University **2024/25**
- Mentor and Challenge Course Facilitator, Villanova Leadership Program **2024/25**

SOFT & TECHNICAL SKILLS

Stakeholder Communication & Coordination | Event Management | Quantitative & Qualitative Policy Research | Brief Writing | Regression Analysis (R, Excel) | Data Visualization (R) | OSINT | Maltego | TweetDeck (X-Pro) | Google Earth | Sentinel Hub | Social Media Monitoring | Python (Web Scraping)