

## Project Management

Results-oriented professional with a strong background in delivering complex projects on time and within budget, whilst maintaining high-quality standards. Skilled in monitoring end-to-end project stages to uncover and eliminate potential risks. Adept at implementing strategic project plans and procedures to streamline delivery timelines. Adept at collaborating with cross-functional teams and internal and external stakeholders to achieve key objectives. Equipped with strong problem-solving skills with ability to analyze root causes and resolve all issues impacting performance. Possess exceptional organizational and interpersonal skills to accelerate workflow across fast-paced environments.

## Areas of Expertise

- Project Management
- Risk Mitigation
- Quality Assurance
- WordPress Website Design
- Strategic Planning & Execution
- Regulatory Compliance
- Product Design
- Cross-functional Collaboration
- Issue Resolution

## Career Experience

**Almond Media, London, UK**  
Project Manager

**2022 – 2024**

Deliver end-to-end website solutions for UK-based organizations, encompassing strategic planning, comprehensive documentation, innovative design, and rigorous testing. Provide regular reports and metrics, whilst scoping projects to define goals, feasibility, benefits, and acceptance criteria. Define requirements and milestones in collaboration with stakeholders. Oversee project budget and resource allocation among team members, vendors, and technology. Render five website projects within four-month timeframe. Facilitate Prince2 training for entire project team, enabling potential certification attainment.

- Increased website productivity by 20% through implementation of best practice processes.
- Accomplished on-time and within-budget delivery of Xtreme Wellness001-005 website, resulting in creation of seven web portal features for prominent gym outfits.
- Generated and documented project meeting agendas and, whilst identifying and mitigating project risks and issues.
- Developed project plans utilizing MS Project, Trello, and Azure, tracking key milestones and performance indicators to ensure project success.
- Gained project sign-off and funding by writing and presenting business cases to leadership, whilst providing value through formatting project documents.

**Millnona Nig Ltd, Ibadan, Nigeria**  
General Manager

**2015 – 2022**

Ensured effective management of human resources and assets by planning daily operations of company. Optimized resource allocation through evaluation of budgets, expenditures, logistics, transportation, and customer supervision.

- Improved operational adherence to laws, guidelines, and ISO requirements, resulting in enhanced performance through regular evaluation and updating of metrics.

- Minimized fueling costs by 40% through design of accurate diesel collection template.
- Reduced waste by 30% by designing templates for organization daily processes.
- Enhanced revenue by 40% by introducing target benefit matrix.
- Maximized deals by over 30% through creation of digital channel of negotiation.

## **Malco Transport Nig Ltd, Ibadan, Nigeria**

**2008 – 2015**

### **General Manager**

Performed organization's day-to-day operations to ensure seamless business functioning through template design and implementation. Deployed manpower engagement strategies and streamlined organizational operations by documenting processes. Monitored projects related to truck movement, warehouse operations, and tracking. Created enduring templates to drive operational efficiency within organization.

- Received award of best transport company in Nigerian Breweries within two years by demonstrating exceptional operational excellence and delivering outstanding results.
- Identified and mitigated all sources of waste, resulting in a revenue increase exceeding 30%.
- Restored 18-million-naira worth of stolen items, bolstering company assets.
- Created templates for daily collection of diesel and truck maintenance, whilst representing company in external meetings with clients.

## **Education**

### **Masters of Business Administration (MBA)**

Obafemi Awolowo University (OAU), Ile-Ife, Nigeria

### **Bachelor of Science (BSc Industrial Chemistry)**

University of Benin (UNIBEN), Benin City, Edo State, Nigeria

## **Certifications**

Product Management

UX Design Courses

WordPress Website Design

Certified Scrum Master 2022

Project Management (Focus on PRINCE 2 practical)/ Agile-Scum Methodology.

## **Technical Proficiencies**

Microsoft Office Suite, Excel, Word, PowerPoint, Google Mail, Microsoft Project, Basecamp

## **Awards**

Best Performing Manger, Malco Transport Ltd. 2010

Best Student, Tracking Training. 2012

## Languages

English

## Volunteering

### Tech-Fleet, USA

2023

Associate Project Manager (Remote)

**Project Goal:** The goal of Food Distro project is to build a first of its kind open-source software that can be used by any organization, community, or individual nationwide to start their food redistribution project in order to prevent food waste.

- Assist leads in managing cross-functional team of 23, in mapping out a comprehensive project plan that reflects 86% of project requirements, timelines, and resources needed in delivering services to the client.
- Acting as liaison for other internal teams such as Strategy, Research and UX to ensure deliverables are executed in line with project baselines.
- Assist leads in framing project hand-off document thereby providing a soft landing for phase 3 teams.

**Skills:** Teamwork · Agile Project Management · Task Management · Collaborative Problem Solving ·

### 48in48, USA

Lead Project Manager (Remote)

2023

[Volunteer Badge](#)

**Project Goal:** This is a global event that see top professionals, tech experts come together to design, build and hand-over free websites to non-profit organizations.

- Successfully assembled a team of 12 international cross-functional members that cuts across the continents of Asia, Africa and Europe.
- Successfully managed a cross-functional team across different continent with different time zone.
- Successfully gathered all requirement needed for the design, build and hand-over of Bahamas Agile Project Management Community website.
- Collaborated with all stakeholders within the duration of the project to see that baselines are meant.
- Ensured all quality criteria are implemented.

### Servant of Charity Home for the Needy, Nigeria

2022

Care Giver

Roles

#### Companionship:

- Build meaningful relationship with individual in need of care.
- Engage in friendly conversations and provide companionship to alleviate feeling of isolations.

#### Assistance with Daily Activities:

- Support individuals with daily task, such as meal preparation, dressing, and personal hygiene.
- Assist with mobility, ensuring a safe and comfortable environment.

#### Emotional Support:

- Provide listening ear and emotional support for individuals experiencing challenges.
- Offer encouragement and empathy to enhance their emotional well-being.

#### Respect for Dignity and Independence:

- Uphold the dignity and independence of those who are cared for.

- Encourage and empower individuals to maintain a sense of control over their lives.

**Communication:**

- Communicate effectively with individuals, their families, and other members of the care team.
- Report any changes in the individual's condition or needs to appropriate personnel.

**Maintain a safe Environment:**

- Ensure the safety and well-being of individuals by identifying and addressing potential hazards.
- Follow established protocols for emergency situations.

**Documentations:**

- Maintain accurate records of interactions and activities.
- Provide feedback and updates as required by the care giving program.
- Build meaningful relationships with individuals in need of care.

