

Olawale Arigbabu

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Summary

A resourceful and talented project management professional seeking advancement in career and life skills. Expertise in agile scrum, product management, business development, and coordinating diverse teams and resources to meet organizational objectives in a timely manner. I am well organized and detail-oriented with productive and hard-working nature.

Skills

Software

- 🕒 Asana
- 🕒 Microsoft Project
- 🕒 JIRA
- 🕒 Trello
- 🕒 Notion

Soft Skills

- 🕒 Multi-tasking
- 🕒 Problem-solving
- 🕒 Research
- 🕒 Time management
- 🕒 Effective Communication
- 🕒 Adaptability

Experience

Project Manager

Contract - XpressScribe | September 2023 – December 2023

- 🕒 Successfully managed the XpressScribe project from initiation to completion, ensuring on-time delivery and within budget constraints.
- 🕒 Led a cross-functional team to develop and implement innovative solutions for improving transcription efficiency and accuracy.
- 🕒 Established and maintained effective communication channels with stakeholders, ensuring alignment of project goals and expectations..
- 🕒 Proactively identified and addressed project risks and issues, implementing mitigation strategies to minimize impact on project timelines and deliverables.
- 🕒 Demonstrated strong leadership and problem-solving skills, fostering a collaborative and high-performing project team environment.

Project Manager

Hypelbase Limited | January 2023 – June 2023

- 🕒 Managed different IT projects from initiation to completion, ensuring timely delivery and quality.
- 🕒 Used JIRA and Notion to delegate tasks and collaborate effectively with the development team, which resulted in increased productivity, better task management, and faster issue resolution.
- 🕒 Adopted Agile methodologies such as sprint planning, retrospectives, and refinement, to increase transparency, predictability, and adaptability to changing customer needs and project requirements.
- 🕒 Communicated effectively with stakeholders, clients, management, and team members, to manage expectations, resolve conflicts, and ensure project success

Project Manager

Brainac Solutions | June 2018 – January 2023

- ⌚ Worked with different teams on business plan, proposal, and marketing strategy projects for several clients.
- ⌚ Used Trello to assign tasks to team members and also used it to keep track of various phases of projects which led to increased productivity, better task and budget management, and faster issue resolution
- ⌚ Reviewed incoming contracts and established short-, mid- and long-term goals, that satisfy both scope and budget.
- ⌚ Collected and analyzed feedbacks from clients to update deliverable as needed
- ⌚ Conducted weekly briefings with teams to communicate company goals
- ⌚ Conducted bi-weekly briefings to report status of of current projects to the sponsor and other relevant stakeholders.

Education and Cerifications

PhD Business Education in view (2023 - present)	Tai Solarin University of Education, Ogun State, Nigeria.
M.Sc. Business Education (2021 - 2023)	Tai Solarin University of Education, Ogun State, Nigeria.
B.Sc. Accounting (2012 – 2016)	Tai Solarin University of Education, Ogun State , Nigeria.

Certifications

ICAN in view (2019 – present)

Project Management Professional (PMP) - Certified by PMI
