

Caroline Nkan

Toronto, ON • (647) 409-3936 • carolinenkan805@gmail.com • [linkedin.com/in/carolinenkan/](https://www.linkedin.com/in/carolinenkan/)

SUMMARY

Project Management professional with 2+ years of experience leading cross-functional projects across technical, event-based, and strategic domains. Skilled in stakeholder communication, risk tracking, and project documentation. Currently pursuing PMP certification and passionate about delivering efficient, impactful, and user-centered outcomes through collaboration and organization.

EXPERIENCE

Smartcone Technologies

January 2025 - April 2025

Project Coordinator

Oshawa, Ontario

- Created revised onboarding materials for ZIM software to improve client training experience.
- Tracked project milestones and escalated risks using Monday.com and Excel Gantt charts.
- Led weekly team syncs and stakeholder updates to ensure alignment and on-time delivery.

African Student Union

September 2024 - April 2025

Senior Finance & Events Manager

Oshawa, Ontario

- Planned and executed large-scale events with 150+ attendees, managing vendor relationships and budgets.
- Maintained internal task workflows, timelines, and communication across executive teams.
- Developed post-event reports and process improvements for recurring initiatives.

PROJECTS

LyricLock (Reddit Hackathon Project)

March 2025-Present

Product & Project Lead

- Designed and shipped a music trivia game, coordinating development, content, and user testing.
- Ran Agile-style sprints and tracked progress using Monday.com; documented user flows and feedback.

Elements 2025 Case Competition

March 2025

Strategic Consultant

- Built and pitched a strategic AI recruitment expansion plan with KPIs, timelines, and implementation roadmap.
- Presented to industry judges under timed conditions with structured visuals and risk analysis.

EDUCATION

Ontario Tech University

Oshawa, Ontario

*Bachelor of Business and Information Technology,
Technology Management*

SKILLS

Technical: Analytics (Excel, Power BI), Programming (Python, HTML/CSS,)

Project Management: Agile Coordination , Budgeting , Task Delegation ,Risk Management,

Tools: Microsoft Office Suite,Jira, Canva, SharePoint, Figma, Tableau,Monday.com,Vividata,Google Suite

Soft Skills: Stakeholder Communication , Meeting Facilitation , Cross-Functional Collaboration

CERTIFICATIONS

PMP (In Progress – Expected June 2025)

SheCodes Web Development Certificate