Sarah Lusiola

Project Manager |Data Analyst| Software Engineer

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EDUCATION

Data Analytics, ALX Africa

Jul 2024 - Dec 2024

Software Engineering, PLP Academy

Aug 2024 - Dec 2024

Diploma in Project Management,

Kenyatta University

Jan 2020 - Dec 2021

Certificate in Project Management,

Kenyatta University

May 2018 - July 2019

SOFT SKILLS
- Teamwork
- Risk Management
- Leadership
- Communication
- Time Management
- Report-writing
- Data Analysis
- Problem solving
- Resource management

TECHNICAL SKILLS
- MySQL Workbench
- Database Management System(DBMS)
- HTML
- Git
- Github
- CSS
- Visual Studio Code

SUMMARY

Diligent and efficient Project Manager, beginner Data analyst and Software Engineer. I am skilled in agile project management, business administration, M&E, data analytics, web development, and database management. Open to entry level jobs related to project management, data analytics, and/or software engineering.

WORK EXPERIENCE

Project Team Lead   2019 - 2020

True Blaq, Nairobi

- **Project Delivery:** Successfully planned, executed, and closed 4 projects, achieving 100% on-time delivery and staying within an average of 7% of the allocated budgets.
- **Resource Coordination:** Coordinated with 11 internal team members and 3 third-party vendors, achieving a 98% on-time task completion rate and enhancing project execution efficiency.
- **Resource Management:** Identified and allocated resources with 93% accuracy, ensuring optimal availability and minimizing project delays.
- **Performance & Risk Management:** Conducted bi-weekly performance and risk assessments, reducing project faults and issues by 26% through proactive risk mitigation strategies.
- **Budget Oversight:** Reviewed and managed project budgets totaling KES512,000, identifying and communicating discrepancies to management within 48 hours, leading to a 10% improvement in budget accuracy.
- **Variance Reporting:** Drafted and presented 4 variance reports to management, providing actionable insights and facilitating informed decision-making.
- **Invoicing & Financial Documentation:** Prepared and submitted 4 project invoices for review and approval, ensuring a 100% on-time submission rate and accurate financial reporting.
- **Quality Assurance:** Verified the quality of deliverables for 4 projects, achieving a 98% conformance rate to project specifications and client requirements.
- **Stakeholder Communication:** Provided weekly project status updates to 3 stakeholders and executive management, maintaining a 100% satisfaction rate with the clarity and timeliness of the information provided.