

MERCY ANIH

Project Manager

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PROFESSIONAL SUMMARY

Enthusiastic and detail-oriented Project Manager with experience in IT consulting, software testing, and quality assurance environments. Skilled in project coordination, stakeholder management, and optimizing workflows to ensure successful project delivery. St in creating and maintaining project documentation, managing team dynamics, and tracking deliverables. Passionate about driving business efficiency through organized and effective program management practices.

SKILLS

- **Project Management:** Expertise in tracking deliverables, coordinating schedules, and ensuring timely project completion.
- **Administrative Support:** Skilled in managing multiple tasks, with a focus on organizing, planning, and delivering results efficiently. Ability to organize files, manage travel arrangements, and prepare documents for presentations
- **Stakeholder Engagement:** Skilled in managing client and internal communications to foster strong relationships.
- **Data Management:** Proficient in extracting, cleaning, and organizing data to support project goals.
- **Documentation:** Experienced in creating project proposals, user manuals, and comprehensive project reports.
- **Team Leadership:** Proven ability to manage teams, facilitate collaboration, and ensure alignment with project objectives.
- **Tools:** Jira, Trello, MS Office Suite, HubSpot CRM, Zoom, Microsoft Teams, and Google Workspace.

PROFESSIONAL EXPERIENCE

Project Manager

Testify Limited, Lagos, Nigeria | November 2024 – Present

- Manage software testing projects by coordinating team tasks and tracking progress to ensure timely completion.
- Collaborate with clients to gather project requirements and provide regular updates on milestones.
- Maintain project documentation, including schedules, reports, and communication logs, ensuring transparency and accountability.

Executive & Administrative Support

2DEES Technologies, Ibadan, Nigeria | July 2024 – October 2024

- Led project coordination for IT solutions by managing client relationships and organizing team efforts.

- Drafted project proposals, prepared user manuals for software, and ensured deliverables met quality standards.
- Supervised a team of three interns, fostering professional growth and ensuring task alignment.
- Managed financial documentation, including invoice preparation and tracking, to support seamless operations.

Subject Teacher (NYSC)

Eugenia High School, Ugep, Nigeria | September 2023 – July 2024

- Designed tailored lesson plans to enhance critical thinking and language skills among students.
- Adapted teaching strategies to foster collaboration and engagement in diverse classroom settings.

Freelance Writer and Editor

Remote | November 2022 – Present

- Provide proofreading and editing services for diverse content, ensuring clarity and alignment with client expectations.
- Deliver high-quality academic, technical, and business documents with precision and coherence.

ADDITIONAL PROJECTS

- **Anti-Teenage Pregnancy Campaign (2023):** Designed and managed a school outreach program, overseeing scheduling, stakeholder approvals, and resource allocation to successfully impact over 500 students.
- **Internship Management (2024):** Coordinated training, assignment of tasks, managed timelines, and ensured deliverable tracking for three interns at 2DEES Technologies.

EDUCATION & CERTIFICATIONS

- **Bachelor of Arts in English**
University of Ibadan, Nigeria | April 2018 – July 2023
- **Certifications:**
 - Agile Project Management – HP LIFE Online (November 2024) **Skills Acquired:** Defining minimum viable product (MVP), differentiating iterative and incremental development, analyzing Agile tools such as Scrum and Kanban, applying Agile methods to improve project management and product development across teams.
 - Career Essentials in Administrative Assistance, Microsoft (June 2024)
 - Administrative Professional Course, LinkedIn (May 2024)
 - Professional Diploma in Project Management, MTF Institute (April 2024)
 - Project Management Essentials, IBM Skills Development Network (Feb 2024)
 - Foundations of Project Management, Google (Dec 2023)