

**MICHAEL ADJEI**  
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## PROFILE

Dedicated and results-driven Technical Project Manager with a strong track record of planning, executing, and delivering successful market research projects. I have successfully managed and delivered several projects end-to-end and I have a wealth of experience managing stakeholders. I possess strong leadership, communication, analytical and interpersonal skills. Strong background in designing and programming surveys for data analysis and collection. I am accustomed to working on my own initiative or as part of a team. I am goal-oriented, articulate, and able to assimilate information quickly. I am a quick learner, flexible and able to complete any task that I undertake.

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## PROFESSIONAL EXPERIENCE

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### **2CV| Data Services Consultant {Technical Project Manager} Jun 2022 - Present**

Manage end to end delivery of multiple single and multi-market quantitative projects and trackers. Helping clients identify the target market, market conditions, customer behavior, industry trends, and competition.

- Coordinate the supplier selection process which involves shortlisting potential suppliers, sending out bids and evaluating supplies based on their responses.
- Forecast project costs, creating the project budget and compare the baseline cost to the actual costs whilst ensuring that the project will be delivered within the agreed budget.
- Produce artefacts such as the detailed project plan, communication plan, weekly status reports, project kick off presentation, stakeholder register, action log, release plan etc.
- Manage project risks along with mitigation plans, assumptions, issues, dependencies, and actions.
- Quality assess questionnaire before programmers start working on script and data before final analysis report.
- Work closely with stakeholders in ensuring that the confluence page for project artefacts is always kept up to date and was the single source of truth.
- Made sure guidelines, templates and processes were always improved.
- Manage all projects with top-down oversight to ensure that it was within boundaries of the agreed scope, cost, and timeline.
- Produce status reports for management and executive meetings to facilitate fact-based decision making.
- Manage senior stakeholders and suppliers in different time zones such as US, Europe & India.
- Built productive working relationships with internal clients, team members, senior management, suppliers, and IT partners to ensure recommendations and priorities are understood by all impacted parties.
- Lead meetings such as project kick off, workshops, project spend review, daily standups, milestone review meeting etc.
- Hold 1-2-1 alignment meetings with stakeholders to discuss progress & new initiatives.
- Conduct post-project evaluations to capture lessons learned and improve future project execution.
- Oversee all project phases, from study design and data collection to analysis and reporting.

### **Kantar Worldpanel| Scripting Executive {Survey Programmer} Dec 2020 – Jun 2022**

This role involves scripting surveys using Tivian for deployment on company app (shoppix), laptops and desktops. QA and analysing data by cleaning and sharing frequent visual report and tables with stakeholders during, and end of fieldwork.

- Collaborated with research teams to understand survey objectives and design effective questionnaires.
- Programmed surveys using industry-standard software or programming languages (e.g., Tivian, HTML/CSS, JavaScript).
- Uploading survey to the app for phone/handheld users, and website for laptop/desktop users.
- Conducted quality checks to identify and resolve programming errors and ensure data accuracy.
- Managed survey data, including data cleaning, validation, and organization for analysis.
- Conducted exploratory data analysis (EDA) to uncover insights and patterns.
- Worked with large datasets and databases for in-depth analysis.
- Used problem-solving skills to address data-related challenges.
- Incorporated data visualisations into reports and presentations shared with stakeholders.
- Ability to select appropriate chart types, and layouts to enhance data clarity.
- Created templates and style guides for consistent branding across presentations.
- Collaborated with clients and internal teams to refine survey instruments based on feedback.
- Ensured all participants incentives are paid accordingly.
- Knowledge of best practices in data privacy and confidentiality.

**Kantar | Panel Executive Jan 2018 - Dec 2020**

I ensured panel member retention and engagement through effective communication and incentives. Troubleshooting equipment and performing remote desk assistance on complicated issues. Managed training and process improvement. Panel comms lead on 2 of our panels.

- Help maintain and improve exiting panel management processes and support ongoing improvements.
- Proactive identification and root cause analysis of service issues, and resolution of these, to mitigate any impact to panel members or KPIs.
- Working closely with other department stakeholders (e.g., Panel Quality, and Worldpanel Plus) to capacity plan and support new projects or service enhancement initiatives.
- Training and developing plans for new and existing panel advisors, providing input and measurement for objectives.
- Used knowledge and experience to propose continual improvements to the processes undertaken in the department.
- Took the lead on the palm and consumer pulse panels being the main point of contact for any issues and improvements.
- Handled correspondence and communications, such as phone calls, emails, and post.

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**PREVIOUS PROFESSIONAL EXPERIENCE**


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- L'Oréal Paris, Social Media Executive {Jan 2017- Jan 2018}
- Unilever, Customer Service Administrator {Jul 2016 – Jan 2017}
- Transport For London, Customer Service Administrator {Mar 2014 – Jul 2016}

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**TECHNICAL BACKGROUND**


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- **Applications:** - MS office Suite (Word, Excel, PowerPoint, Project), Office 365, Google (Docs, Sheets, Slides), Smart Sheets.
- **Document Management & Collaboration Tools:** - SharePoint, Jira, Microsoft Teams, Egnyte, Zoom.
- **Project Management Skills/Deliverables:** - Business Case Creation, Project Brief, Project Plans, Project Road Map, Budgeting, Stakeholder Management, Communication plan, Decision Log, Status Reports.
- **Technologies /Tools:** - Gui, ISEC, SAP CRM, Coheris CRM, Hootsuite, Salesforce, Opus, Tivian, Decipher, Power BI, HTML, CSS, JavaScript, Q, SPSS, SQL

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**EDUCATION**


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- **Bachelor of Engineering: Electronics and Communications Engineering** – London Metropolitan University.

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**SKILLS**


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- Project management, from planning to execution and reporting
- Budget management and financial tracking
- Data analysis using statistical tools and software (e.g., SPSS, Excel, Q, Decipher)
- Strong proficiency in Microsoft Office suite, particularly Excel, Word, and PowerPoint
- Excellent communication skills, both written and verbal
- Client collaboration and relationship management
- Team leadership and collaboration
- Survey design and data collection methods
- Market research techniques and methodologies
- Problem-solving and critical thinking
- Creating tables, graphs, and visualisations to present data effectively
- Excellent numerical and analytical skills to interpret data accurately
- Experience in analysing both qualitative and quantitative data