

**Peju Bello**

**Project Coordinator**

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## **PERSONAL PROFILE**

\*I am an excellent analytical, passionate and efficient project coordinator with proven problem solving abilities to effectively manage projects. Highly skilled in interpersonal communication and multitasking project to increase workflow. A personal goal is to be an effective team player and an asset to the organization.

## **SUMMARY OF QUALIFICATIONS**

- Advanced Diploma in Software Engineering Technician from Centennial College, Toronto
- Extensive experience in implementation of all Microsoft Office Suites
- 3+ years experience in management of budget for 3 projects valued at over \$100000 each
- Worked collaboratively with others in a team environment on projects with excellent qualitative data analysis
- Communicated effectively plans, actions, risks with project managers and other team members
- Managed projects in a highly organized manner
- Extensive experience in a method-led approach to increase over 30% overall workflow and completion time
- Assisted project managers by using JIRA and Zoho projects
- Soft skills: Team management, problem solving, strong organizational skills

## **EDUCATION**

### **Diploma – Software Engineering Technician**

Centennial College, Toronto, Ontario, Canada.

January 2022 – Present

This program was conducted using small class sizes and emphasized applied knowledge with a combination of lectures followed by hands on labs session. Through your learning experience at this institution and how it shaped you

### **Key Achievements:**

- Cumulative GPA 3.5

- Worked with a team of four students to cumulate business proposals for a small business

**Relevant Courses Completed:**

- Advanced Business Communication
- JIRA and Trello
- IT Project Management
- Advanced Customer Service Relations
- Introduction to JavaScript

**TECHNICAL SKILLS SUMMARY**

Microsoft Products: MS Office, MS Project, MS Outlook, Ms Visio, MS Project

Software Photoshop: WordPress, Adobe photoshop

**PERSONAL INTERESTS / VOLUNTEER WORK**

- Felt honored to use Adobe Photoshop to make creative learning materials for my kids
- Avid photographer who loves to photograph beautiful food
- Enjoying walking outdoor