

Rob Oscroft Swan

Project Manager

A typical day for a project manager at AvoChoc begins with a disciplined wind-up routine, helping the brain switch on and focus. The next task involves sorting through emails, messages, and personal tasks to ensure clear communication channels. The majority of each morning is dedicated to set meetings and stand-ups with project teams, fostering collaboration and alignment to ensure our projects stay on track and our teams remain engaged in programming. Around midday, there is a deep dive into our Jira boards to gauge the progress of ongoing tasks and projects. The rest of the afternoon is reserved for providing developers with space to concentrate on their work while tackling various project management tasks, including planning, documentation, and client communication. Complementing the wind-up routine, the wind-down routine occurs in the last thirty minutes of the day, allowing time for reflection, noting key insights and lessons learned, and meticulously planning for the next day's activities. This structured approach ensures a seamless transition into the next morning's tasks.

Projects

Date	Type	Client	Project Goal	Team Size
2023	Agile	Tangibles	https://tangibles-app.avochoc.com https://tangibles-admin.avochoc.com Recreate an app as a web app that is soft coded for future scalability	5
2023	Agile	Firedart	https://uhuru.firedart.co.za Automate and streamline claims process to eliminate physical paper and manual administration	10
2024	Agile	MobiTutorZA	https://www.mobitutorza.co.za Maintenance and new feature of monetization	1
2024	Agile	Time2Read	https://time2read.co.za Maintenance and new feature of pupil & school subscription	1
2024	Agile	Sircula	https://www.sircula.co.za Maintenance	1
2023	Agile	Onboarding of New Employees	https://avochoc.com Created and perform onboarding for the company	7

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Hard Skills

NATIONAL SENIOR CERTIFICATE
South African College School
2005 – 2009

BA(HONS) THEOLOGY
North West University
2011-2014

TEACH TEFL CERTIFICATE
Teach TEFL
2021

MBA ESSENTIALS CERTIFICATE
University of Stellenbosch Business School
2022

UDEMY CERTIFICATES incl.
- Ultimate PMP Course
- Scrum Master Certification (PSM I)
- CAPM Certification Course
- AWS Certified Developer Associate
- Customer Success Manager
- CSS - The Complete Guide
- The Complete JavaScript Course
- WordPress for Beginners
- UI/UX MasterClass
- SOLID Principles
- Introduction to Project Management
- A Mini Course on Time Management
- 7 Scientifically Proven Steps to increase Your Influence

Soft Skills

Leadership & teamwork
Communication skills
Empathy & patience
Problem solving
Adaptability

My work

Stand Up Motivation
21 Leadership Principles
Onboarding Booklet

Work Experience

JUNIOR PROJECT MANAGER

AvoChoc | 2023 - Current

As a Project Manager at AvoChoc, I oversee and drive project execution to ensure timely and successful delivery.

My responsibilities include:

- Managing email, messages, and personal tasks to maintain clear communication channels.
- Leading daily meetings and stand-ups with project teams to ensure alignment and engagement.
- Conducting midday reviews of Jira boards to monitor task and project progress.
- Allocating afternoons to project planning, documentation, and client communication while providing developers with focused work time.
- Implementing a wind-down routine at the end of each day to reflect on key insights, document lessons learned, and meticulously plan for the next day's activities.
- Fostering a collaborative environment to drive project success and team cohesion.
- Reporting regularly to senior management on project status and strategic initiatives.
- Demonstrating a commitment to continuous improvement and professional development.

HEAD OF OPERATIONS

Bettél | 2023

As the Head of Operations at Bettél, I lead and oversee all aspects of the company's operational activities.

My responsibilities include:

- Developing and implementing strategic plans to optimize company operations and achieve business objectives.
- Managing a team of professionals across various departments, providing leadership, guidance, and support to ensure efficient workflow.
- Streamlining internal processes to enhance productivity and reduce operational costs.
- Collaborating with cross-functional teams to drive product development, quality control, and supply chain management.
- Monitoring key performance indicators (KPIs) and implementing data-driven improvements to enhance overall performance.
- Establishing and maintaining vendor relationships, negotiating contracts, and managing supplier partnerships to ensure timely and cost-effective procurement.
- Overseeing inventory management, demand forecasting, and distribution logistics to meet customer demands.
- Ensuring compliance with industry regulations and safety standards.
- Spearheading initiatives to foster a culture of continuous improvement and innovation within the organization.
- Reporting directly to the CEO and providing regular updates on operational performance and strategic initiatives.
- Demonstrating an unwavering commitment to my own professional growth and development, setting a personal example for the team by actively seeking out opportunities for self-improvement.

BRAND MANAGER

Bettél | 2022 - 2023

As a Brand Manager at Bettél, I played a pivotal role in shaping and promoting the company's brand identity.

My responsibilities included:

- Developing and executing comprehensive brand strategies to enhance brand recognition and reputation.
- Conducting market research and competitor analysis to identify market trends and opportunities.
- Collaborating with the marketing team to create and implement effective marketing campaigns that

resonate with the target audience.

- Managing the brand's visual and messaging consistency across all channels, including digital, print, and social media.
- Monitoring customer feedback and conducting customer surveys to gain insights into brand perception.
- Coordinating product launches and promotional events to maximize brand exposure and sales.
- Managing brand budgets and ensuring efficient allocation of resources.
- Conducting regular brand performance evaluations and making data-driven adjustments to strategy.
- Building and maintaining strong relationships with stakeholders, including internal teams, partners, and agencies.
- Reporting to senior management on brand performance metrics and recommending strategic improvements.

TEAM MANAGER

Coachbit | 2021 - 2022

In my role as Team Manager at Coachbit, I was responsible for leading and empowering a high-performing team.

My duties included:

- Recruiting, training, and mentoring team members to ensure they met and exceeded performance goals.
- Setting clear objectives, expectations, and key performance indicators (KPIs) for the team.
- Monitoring team performance and providing regular feedback and coaching to improve individual and collective performance.
- Collaborating with other departments to align team goals with overall company objectives.
- Handling team scheduling, resource allocation, and workload management.
- Resolving conflicts and addressing any issues within the team in a timely and constructive manner.
- Providing regular reports and updates to senior management on team achievements and challenges.
- Contributing to the development of departmental strategies and participating in strategic planning discussions.

BOARD MEMBER

Kingfisher FM | 2020 - 2021

As a Board Member at Kingfisher FM, I played a vital role in contributing to the organization's governance and strategic direction.

My responsibilities included:

- Participating in board meetings to discuss and make decisions on key organizational matters.
- Providing input and insights into the development of the organization's strategic plans and goals.
- Reviewing financial reports, budgets, and audit findings to ensure fiscal responsibility and transparency.
- Offering guidance and support to the executive team in executing the organization's mission and objectives.
- Representing the organization to external stakeholders, including donors and partners.
- Ensuring compliance with legal and regulatory requirements governing non-profit organizations.

YOUNG ADULTS PASTOR

Summerstrand United Church | 2017 - 2021

As the Young Adults Pastor at Summerstrand United Church, I played a crucial role in ministering to and guiding young adults in their faith journey.

My responsibilities included:

- Leading and organizing weekly gatherings, events, and programs specifically tailored to young adults.
- Providing spiritual counseling, mentorship, and support to young adult members.
- Collaborating with other church leaders to integrate young adults into the broader church

community.

- Developing and delivering relevant and engaging sermons and teachings.
- Planning and coordinating community outreach and service projects.
- Fostering a welcoming and inclusive atmosphere for young adults within the church.
- Organizing and leading mission trips and retreats.
- Offering guidance and support to young adults facing personal and spiritual challenges.

YOUTH PASTOR

Claremont Baptist Church | 2015 - 2016

In my role as Youth Pastor at Claremont Baptist Church, I focused on ministering to the youth and guiding them in their spiritual growth.

My responsibilities included:

- Leading and overseeing youth ministry programs, including weekly meetings, Bible studies, and youth events.
- Mentoring and counseling youth members to address their spiritual and personal needs.
- Organizing and facilitating youth retreats, camps, and mission trips.
- Collaborating with church leadership to align youth ministry with the overall mission and values of the church.
- Promoting youth participation in church activities and fostering a sense of community among youth members.
- Providing leadership and guidance to youth volunteers and leaders.
- Developing and delivering age-appropriate sermons and teachings for the youth.



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