

# Nneoma Njoku

## Product Manager

Highly determined product manager and frontend development enthusiast with a broad skill set and a passion for value creation and learning, seeking an opportunity to contribute to your product’s success with proven product management and frontend development skills. I am eager to gain insights and contribute to the development and growth of diverse products.

### Work Experience

November 2023 To Date	<div><div><b>Junior Product Manager</b> (<i>Fulltime</i>)</div><div><i>SystemSpecs, Lagos, Nigeria, Hybrid</i></div><ul style="list-style-type: none"><li>Responsible for managing all aspects of the product and driving its success.</li><li>Responsible for anchoring daily product meetings with all stakeholders.</li><li>Responsible for managing existing partners and onboarding new ones.</li><li>Working with the design, development, and marketing team to optimize our product for the market.</li><li>Work with the product team lead to prioritize and maintain the product backlog and determine the value points for backlog items.</li><li>Carrying out compliance research and working with legal to ensure that our product complies with all laws and regulatory bodies.</li><li>Remove blockers that impede the development team’s progress on tasks.</li><li>Improve team process and documentation by coming up with new and effective ways of documenting product documents</li><li>Onboard new team members to ensure understanding of products and team processes.</li><li>Product Requirement Specification and Documentation through user flows, product documents, and pitch decks.</li><li>Develop product roadmaps and detailed project plans with</li><li>Pitch product ideas to clients and prospective partners to secure a partnership using storytelling techniques</li><li>Analyze and review user interfaces to optimize user experience, identify usability issues, and ensure alignment with specified requirements</li><li>Work with the quality assurance teams to prioritize bugs that could impede our product growth and customer experience.</li></ul></div>
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### Contact

**Address**  
Lagos, Nigeria

**Phone**  
2348068643267

**E-mail**  
[njokunneoma1999@gmail.com](mailto:njokunneoma1999@gmail.com)

**LinkedIn**  
[Nneoma Njoku](#)

### Technical Skills

- Product Requirement Specification
- User Story Creation
- Process Improvement
- Product Development
- Market Research
- Business Development
- Stakeholder Management
- Compliance
- Documentation
- Wireframing
- Functional Testing
- Frontend Development
- Content Writing

### Soft Skills

- Team Building
- Adaptability
- Communication
- Effective Collaboration
- Time management
- Resilience
- Cultural Awareness

August 2023  
To  
Date

Product Manager (Freelance)

Lagos, Nigeria, Remote

- Created the product specifications, requirements, and user flow for our product.
- Broke the requirements into user stories for the product design and development teams to work with.
- Wrote a high-level product paper for documentation purposes and to help stakeholders fully understand the flow and purpose of the product.
- Actively participated in the breaking down of the product requirements into phases.
- Responsible for creating epics and user story tickets on the Jira board to enable progress tracking and maximize productivity.
- Created a mobile wireframe for our product.
- Co-developed and managed our product roadmap.
- Created modularized flowcharts for our product.
- Carried out functional tests on the live platform and logged bugs for fixing.

January  
2023 To  
November  
2023

Associate-Product Manager (Internship)

SystemSpecs, Lagos, Nigeria, Hybrid

- Responsible for contacting potential partners and onboarding them into our system.
- Responsible for reviewing product designs and ensuring that the design was under product requirements.
- Worked closely with the Quality Assurance Team and contributed to a 10% increase in product quality.
- Managed a product development tracking sheet, leading to a 5% increase in team management efficiency.
- Delivered product update presentations to 9 stakeholders within the product, business, design, and development teams thus increasing their understanding of the product development stages.
- Conducted competitor research and general research to find ways to improve our product's value.
- Created product paper to help document the vision and user flow of our product
- Managed communication with 80% of our product partners.
- Developed the resource library for the product using vanilla frontend technologies
- Wrote 10 articles for the resource library.

July 2020 –  
November  
2022

Content Writer (Freelance)

Opera News Hub, Remote

- Carried out research on a wide range of topics.
- Wrote over 600 articles on a wide range of subject matters.
- Responded to comments to answer questions and provide clarity.

Tools & Technologies

- Trello
- Jira
- Microsoft (Word, Excel, and PowerPoint)
- HTML/CSS
- SCSS
- Bootstrap
- Javascript
- React
- Git
- Webflow

## Certifications

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August 2023	<b>Product Manager (Level 1)</b> By Entry Level. <i>Certificate ID-</i> f1c311c8-bb1e-42aa-b646-ab24d8ee686c
October 2023	<b>Product Manager (Level 2)</b> By Entry Level. <i>Certificate ID-</i> 4c7f6ba7-87ac-40ae-ae1a-654c92ca9c59
October 2022	<b>Understanding Technology</b> By Harvard University Certificate URL- <a href="https://cs50.harvard.edu/certificates/0e7e6924-0aba-4e90-a8bf-39012b9daaa0">https://cs50.harvard.edu/certificates/0e7e6924-0aba-4e90-a8bf-39012b9daaa0</a>

## Education

Sept 2016 – June 2021	<b>Bachelor of Science in Education: Education/Political Science</b> <i>University of Nigeria – Nsukka, Enugu, Nigeria</i>
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## Volunteering

- Participated in the purchase and distribution of food items to orphanages in Lagos State as part of a community development service.
- Participated in a health outreach to supply basic medications and perform basic tests in one local government in Lagos state.