

Teg Atoe

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SUMMARY

A PMP certified Project Manager with over 8years experience of managing different software project lifecycles from initiation to closure within time and budgetary constraints. Extensive knowledge in planning, scheduling, cost and resource management, vendor management, project documentation, utilizing diverse project management tools and techniques to achieve project success. Proven track record in creating and executing comprehensive project documentation, leading RFP processes, and mentoring teams to enhance project success.

Seeking a challenging position to leverage my expertise in process optimization, project management, and stakeholder communication to drive operational efficiency and business growth.

SKILLS

- Solid understanding of project management methodologies, including Agile and Waterfall
- Proficient in industry-standard software such as Primavera P6, Microsoft Project, Smartsheet
- Data analysis tools like Excel, SQL, Power BI, Tableau, PowerPoint to present analyzed data and reports clearly.
- In-depth knowledge of Software Development Lifecycle (SDLC) and Product Development Lifecycle (PDLC)
- Extensive expertise in evaluating business processes and successfully identifying opportunities for improvement.
- Skilled in using project management tools such as Jira, MS Project, Primavera to track progress of projects.
- Demonstrated success in leading ongoing reviews of business processes and formulating effective strategies for optimization.
- Strong communication skills, adept at conveying insights and plans to cross-functional teams and stakeholders.
- Collaborate effectively with cross-functional teams and stakeholders.
- Experience with different ERP/CRM systems such as SAP, Microsoft Dynamics, Salesforce.

PROFESSIONAL EXPERIENCE

SLB

June 2023 – Present

Project Manager

- Manage end to end project life cycles and IT solutions of multiple development projects ranging from \$100,000 to \$1M consistently delivering on time and under budget
- Collaborate with internal and external stakeholders to define project scope, objectives, and success criteria, and manage expectations throughout the project lifecycle.
- Communicate project status updates timely to all stakeholders
- Implement Agile methodologies, fostering a culture of continuous improvement and promoting

transparency and collaboration among team members.

- Manage project budgets, track expenses, and ensure cost control measures are in place.
- Generate and present project reports to senior management, providing insights into project performance and recommending corrective actions as necessary.
- Manage project documentation, including project plans, requirements, and change requests, to relate accurate and up-to-date information to all stakeholders
- Identified opportunities for process improvement, implemented changes, and carried out continuous improvement functions.
- Lead the creation of business process models, project charters, cost/benefit analyses, communication plans and other critical project documentation.
- Utilized project management tools (e.g., Microsoft Project, JIRA, Primavera) to track progress and mitigate risks.

TELEDYNE OPTECH.

Nov 2020 – June 2023

Project Lead

- Tracked and monitored functional requirements throughout all stages of the SDLC delivery process, ensuring seamless alignment between requirements and design.
- Conducted thorough analysis to identify any scope issues and promptly escalated them to the Project Manager for resolution
- Created and managed various deliverables including use cases, functional and non-functional requirements, mock-ups, and other documentation, adhering to company and project standards.
- Coordinate all aspects of UAT, ensuring thorough testing, efficient defect tracking, and timely resolution, while effectively communicating and aligning with stakeholders.
- Evaluate business processes and identify areas for improvement, resulting in a 15% increase in operational efficiency.
- Prepared and presented over 30 status reports to senior leadership, ensuring clear communication on progress, risks, and milestones.
- Led ongoing reviews of business processes, collaborated with cross-functional teams, and developed various optimization strategies.
- Documented and communicated findings and recommendations to stakeholders and management team using various visualization tools.
- Facilitated meetings with various stakeholders, captured critical information, and produced comprehensive reports.
- Prioritized initiatives based on business needs and requirements, ensuring timely and successful implementation.
- Conduct user acceptance testing to validate the effectiveness of implemented solutions. .

LUMIFY INC.

Oct 2019 – Nov 2020

Project Lead

- Development of project budget, project schedules, computing and monitoring budget variances, expense reconciliation with budget, risk identification and implementation of risk monitoring strategies.
- Worked with different stakeholders to ensure all projects are delivered within time and budget.
- Timely updates of project status reports to all relevant stakeholders

- Facilitated project meetings and ensured timely distribution of minutes of meetings to relevant action owners.
- Developed all project status reports and distributing project communications both internally and firm wide

EDUCATION

- Master's degree in Systems and Control Engineering
- Bachelor's degree in Electrical/Electronic Engineering.

CERTIFICATION

- PMI Project Manager Professional
- Certified Scrum Master
- Salesforce Certified Administrator
- IIBA CBAP (In View)