

NNEJI ONUOHA

Lagos State, Nigeria

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PROFESSIONAL SUMMARY

Effective Project Manager with 3+ years of experience managing large-scale projects, including software and web development projects. Led exercises such as sprint planning and team standups. Proven ability to coordinate and deliver projects on time and within budget. Excellent communicator adept at collaborating with cross-functional teams to achieve project objectives.

EXPERIENCE

Project Manager (Remote)

May. 2023 – July. 2023

Design Team

- Managed end-to-end project lifecycle for a brand and website design project, ensuring successful execution from initiation to delivery.
- Collaborated with clients, creative teams, and stakeholders to define project objectives, requirements, and deliverables.
- Developed project plans, including timelines, milestones, and resource allocation, to ensure project completion within budget and schedule.
- Collaborated with product and brand designers in making decisions about the colour, typography and website redesign of the brand.
- Conducted regular project status meetings and provided timely updates to clients and stakeholders, ensuring transparency and alignment.

Project Manager (Contract)

Jan. 2023 – May. 2023

Equilog Limited

- Utilized scrum methodology to meet deadlines and escalated issues to management.
- Implemented stringent monitoring of new features to ensure they met KPIs post-project completion, resulting in a 20% improvement in sidebar feature performance.
- Ensured project records and deliverables accurately reflected customer requirements and project goals.
- Managed end-to-end implementation projects for custom and packaged business customers.
- Proficiently delivered presentations on project status, encompassing progress, tracking, mitigation strategies, and addressing issues and risks, to key stakeholders.

Project Manager

Nov. 2020 – Jan. 2022

School runs technology

- Documented workflow and reported to upper management on a bi-weekly basis during meetings.
- Managed deliverables for a team of developers with 80% of the team working remotely
- Determined project scope and objectives, responsible for budgeting, timelines and deliverables.
- Kept stakeholders engaged and informed for the entire lifecycle of the project, maintaining positive client relationships and team morale.
- Collaborated with developers and product management team to assess project outcomes and prioritize software features.
- Wrote user stories based on the requirements gathered from all the stakeholders.

EDUCATION

Bachelor of Science: Microbiology (Hons)
Abia State University, Uturu, Abia State

2016 – 2021

- Graduated with a second-class upper degree.
- Demonstrated leadership, problem-solving, and project planning skills for designing research protocols to tackle identified problems during my degree research as the group leader.

SKILLS/ TECHNIQUES

- Agile
- Strategic planning
- Procurement
- Project planning
- Negotiation
- Team Leadership
- Stakeholder management
- Contract negotiation
- Microsoft Office expert in Word, Excel, PowerPoint, Access, and Teams.
- Proficient in project management software tools including ClickUp, Trello, Jira,
- Excellent use of risk management tools and techniques, including SWOT and root cause analyses.
- Proficient in budgeting using SmartSheet and Project Budget Manager.

CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

- **Project management certification**
LinkedIn Learning, 2021
- **Risk management certification**
PanAfrican Institute of Management, 2019
- **Project management professional (PMP)**
PanAfrican Institute of Management, 2019