

Victory Onuoha

PROJECT MANAGER, STAFFING & RESOURCES

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[LinkedIn](#)

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PROFILE

Project Manager with proven experience in coordinating project management activities especially gathering resources & staffing and a background in healthcare. Coached teams of 20+ people using strong **communication & project management skills** over the past 4 years. Additional experience in **software development** projects using interpersonal skills, JavaScript, and MySQL.

SKILLS

Interpersonal, Analytical, **Coordination**, Communication, **Teamwork**, **Organizational**, Time Management, Detail-oriented, Leadership, Analytical, **Problem Solving**

Microsoft Office, **SharePoint**, Project Administration, **Project Management**, Change Management, Consulting, **Sales**, **Scheduling**, KPI Tracking, **Reporting**, HTML, CSS, JavaScript, **SQL**, Node JS, GitHub, Jira, Asana, Figma, Slack, MS

PROFESSIONAL EXPERIENCE

Medical Affair Manager | APPLETREE MEDICAL GROUP

09/2022 – PRESENT, Ottawa

- **Coordinated** with cross-functional teams to manage multiple **projects** and **resources** leading to \$3M growth in annual revenue.
- Partnered with internal & external teams using analytical, **problem-solving** & written skills to implement new onboarding systems & **solutions**, resulting in onboarding of 4+ new clients a month.
- Consulted with internal teams using **communication & interpersonal** skills to schedule staff for new clients resulting in 85% retention rate.

Executive Administrative Assistant | APPLETREE MEDICAL GROUP

11/2020 – 09/2022, Ottawa

- **Supported** Project leads/Managers to **gather resources** to meet requirements of 3 to 5 client projects using **organizational** skills.
- Utilized **reporting** & tracking tools like MS Project, Asana & Excel to track **KPI's**, forecast hiring & execute data analysis for 3+ projects.
- Scheduled & **organized** training for over 50+ team members to **communicate** project updates.

Co-founder & Project Manager | RIJE STUDIOS

05/2021 – PRESENT, Ottawa

- **Facilitated** staff scheduling across digital projects using tools such as WIX, WordPress & JavaScript by **liaising** with development team to create **project roadmap** for products that services over 150+ clients.
- Increased website **performance** & traffic by 30% by utilizing SEO strategies & **project management skills** for 3+ digital products.

EDUCATION

BSc in Neuroscience & Psychology | Carleton University

09/2013 – 11/2017, Ottawa, Canada

CERTIFICATIONS

• Diploma, Web Development | BrainStation

05 2022 – 08/2022, Ottawa, Canada

• Professional Certificate | Google Project Management

02/2023, Ottawa, Canada