Orepitan Olajide

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**Profile**

A **Junior Project Manager / Project Support professional** with a strong background in digital and application projects and experience across varied Business Change and IT projects within reputable organisations. Passionate about delivering better user experience. Results-oriented and proficient at stakeholder management, project planning, reporting, and influencing cross-functional project teams.

**Skills**

* Good working knowledge of **Waterfall**, and **Agile Project Management methodology**
* **Risk and Issue Champion**. Successfully facilitated Risk Workshops on multiple projects
* Good **Organisational and Communication skills** and able to handle multiple projects and effectively prioritise tasks
* A multi skilled professional with a superb track record of supporting complex functional projects in various environments
* **Stakeholder Management skills**. Able to manage stakeholder expectations and willingly take full responsibility for all project requirements
* An easy going individual who is highly creative, enthusiastic with a strong ability to think outside the box, enjoys challenging, diverse roles and is confident working with technical experts in any industry
* Helped implement best practice across multiple projects and ensured the delivery of projects through the full project lifecycle
* In depth understanding of Change Management & Configuration Management
* Keen problem-solver with a can-do attitude, enjoys working in diverse and varied roles with an element of project management and programme Management
* Presently looking to join a company that rewards effort and initiative, whilst at the same time providing plenty of progression and development opportunities to its employees
* Excellent knowledge of the **SDLC** and currently preparing for my **PRINCE II** certification
* Good leadership skills- Able to promote best practice and focus on continuous improvement

**Technical Skills**

* Ability to plan projects using **MS Project / Project manager.com** tools
* Ability to utilise project management tools MS office suite, Excel, Basecamp and JIRA
* Proven ability in influencing stakeholder relationships at all levels

**Career Summary**

**Digital Banana Technology**

## Junior Project Manager / Project Coordinator Oct 2016 – Till date

Worked on a number of high profile digital and technology projects. Supported the DBT Programme. Supported in the delivery of projects such as “Mortgage website project”, “E-Learning Platform project” by interacting them on mobile platform (both IOS and Android platforms). Supported the design and development for cross platform functionality as the projects cut across Banking, Digital, and Payments.

* Managed implementation of projects by coordinating activities, ensuring they are undertaken in a controlled and efficient manner. Exceptions to plans were well documented and communicated with options for remedial action identified and recommended
* Managed the delivery of projects from initial requirements through rollout into aftercare, working closely with business representatives and other external service providers
* Defined the risk profiles for each project, maintain and manage the risk and issue log for each project, put in place contingency plans to minimise business risk as a result project risk were quickly mitigated and escalated to the programme board for quick resolution
* Ensured that project methodology is followed for all projects and documentation is controlled and kept up to date
* Managed the operational project plan to delivery. This will involve delivery of complex provisioning work strands across both internal and external teams
* Identified and collated risks and issues, managed to resolution
* Excellent stakeholder management skills, with the capability to build effective relationships at a mixture of seniority levels across the organisation
* Controlled of allocated human and material resources
* The ability to produce project plans, with the ability to monitor progress against targets throughout the project lifecycle and report these where necessary
* Worked within a team of cross functional capabilities including the developers, business analyst, quality assurer, testers and the end users

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## Project Support Officer Sept 2009 – Oct 2016

Assisted the lead Project Manager in implementing Document Management, Social Collaboration, Business Intelligence, Application Development and Team building.

* Worked closely with lead Project Manager to ensure the plan was properly resource loaded and all deliverables and milestones were agreed and captured in the plan
* Responsible for ensuring that Resource Management is tracked
* Captured and managed the project Risks and Issues. Ensured I chased up all Risks and Issues owners to ensure they are mitigated
* Facilitated the Change Control process. Ensured all Change Requests are properly filled out to the agreed quality, logged and impact assessed by the technical team
* Maintained a repository for historical data for all assets of the project
* Facilitated meetings to the Communications board, preparing agenda, meeting inputs and minute taking and following up on the actions after the meetings
* Facilitated workshops and created presentations
* Responsible for managing the Resource management and allocation
* Supported the Project Manager in reporting to Board level and Steering Committee groups via Highlight Reports on project performance against time, functionality, costs and milestones

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## Project Coordinator Sept 2005 – Nov 2007

Assisted the lead Project Manager in carrying out an Infrastructure change.

* Worked closely with the Lead Project Manager and provided support for the System upgrade project and was responsible for the entire co-ordination and tracking of project processes
* Consolidated weekly and monthly status reports, Dashboards and presentations to the Senior Leadership Team
* Facilitated team planning sessions to agree plans, milestones and deliverables on the project
* Responsible for daily and weekly updating of action log, change log, RAIDs log, budget forecast as at when required
* Accountable for updating key Project documentations (business case, communication plan)at the end of each phase
* Deputised for the Project Manager in his absence and helped facilitate multiple Steering Committee meetings with the project sponsor and other project team members
* Responsible for owning and managing the entire RAIDs process. This involved attending Risk, Action, Issue and Dependency forums on a weekly basis, to ensure any outstanding risks or issues are tracked, discussed and agreed among the team

**Education and Qualifications**

Nov 2008 Cerco Training Limited, Nantwich, UK:-

• Cerco Certificate in Systems & Networking (CCSN)

2007-2008 Coventry University, Coventry, UK

• M.Sc. Computer Science - Elective: Systems development and Procurement, Network planning and Support

2000-2004 Babcock University, Ilisan-Remo, Nigeria

• B.Sc. Computer Science (Technology)

**Personal Interests**

* Playing soccer, Reading and Travelling

**Referees**

Available on request