KEMI THEOPHILUS

PROJECT MANAGER

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SUMMARY

Project Manager with experience collaborating with cross-functional teams to deliver projects efficiently, on time, and within budget. Skilled in resource allocation, risk mitigation, stakeholder communication, and strategic planning to improve project efficiency and effectiveness. Adept at aligning project goals with organizational objectives, driving measurable business outcomes, and managing teams and stakeholders. Proficient in project management methodologies such as Agile, with expertise in Microsoft Project, JIRA, Asana, and Power BI. Committed to fostering collaborative team environments and ensuring seamless project execution.

SKILLS

▪Project Management ▪Resource Allocation ▪Agile Methodology ▪Scheduling ▪Progress Monitoring ▪Risk Mitigation ▪Data Gathering ▪User Story Development ▪Test Case Creation ▪Documentation ▪Typing ▪File Management ▪Operational Management ▪Appointment Scheduling ▪Calendar Management ▪Technical Support ▪Troubleshooting ▪Data Entry ▪MS Office Suite ▪Canva ▪Virtual Assistant ▪Organizational Skills ▪Time Management ▪Regulatory Compliance ▪MS Project ▪Jira ▪Asana ▪Power BI

PROFESSIONAL EXPERIENCE

Project Coordinator   **02/2024 – 11/2024**
Gocaboo Technologies

- Managed project timelines, schedules, and resource allocation plans using MS Project and Excel to track milestones, ensuring on-time task completion across multiple projects.
- Facilitated seamless communication among sales teams, management, and IT personnel, sharing updates via collaborative platforms, and ensuring a 30% reduction in project delays.
- Compiled and maintained project documentation, including reports, and meeting agendas by leveraging document management systems, enhancing team access to resources by 40%.
- Collaborated with cross-functional teams to support the Project Manager in data gathering, user story development, and test case creation, improving project delivery efficiency.
- Monitored project progress by analyzing key performance indicators (KPIs), using dashboard tools to identify and escalate risks and issues, reducing potential disruptions by 20%.

Administrative Assistant   **11/2019 – 04/2022**
Danny's Company

- Managed the day-to-day business operations by coordinating tasks and monitoring workflows leveraging Microsoft Teams, ensuring a 20% improvement in operational efficiency.
- Scheduled appointments using calendar management tools like Google Calendar and Outlook, streamlining meeting coordination and reducing scheduling conflicts by 30%.
- Provided technical support and resolved issues using troubleshooting techniques and software tools, resulting in increased office productivity and reduced downtime.

- Organized and maintained physical and electronic filing systems, reducing document retrieval time by 40% and enhancing workflow productivity.

Office Administrative Assistance (Industrial Training)   10/2018 – 10/2019
Industrial Training Fund
- Received and typed memos from various area offices using advanced word processing tools like Microsoft Word, ensuring 100% accuracy and timely submission.
- Cross-referenced certificates of compliance for verification against regulatory requirements, ensuring adherence to standards and minimizing errors in documentation by 25%.
- Registered and allocated new identification numbers to area offices using an organized filing system and database tools, minimizing new office allocation processing time.
- Typed allocation documents and captured the data in a centralized data bank using database management tools, ensuring accurate and seamless record-keeping with 100% data integrity.

KEY ACHIEVEMENTS

- **Project Management and Timeliness:** Successfully managed project timelines and resource allocation, ensuring 100% on-time task completion across multiple projects.
- **Risk Mitigation and Issue Resolution:** Reduced project issues by 25% by proactively monitoring project progress and identifying potential risks to enable timely mitigation.
- **Team Collaboration and Leadership:** Increased team efficiency by 25% and enhanced employee engagement through effective leadership, fostering collaboration.
- **Resource Optimization:** Achieved a 15% improvement in project capacity and throughput by maximizing resource allocation efficiency.

EDUCATION & CERTIFICATION

Project Management Mastery Bootcamp | 2024
Digital Technology Business School
Virtual Assistant Training | 2022
Alx Africa
Soft Skills Training | 2022
Jobberman
Digital IT Skills Training | 2022
Digital Witch Support Team
Canva Certificate| 2023
Coursera
Technical Support Fundamental | 2022
Coursera
Bachelor of Science in Business Management | 2018
University of Jos – Plateau State

REFERENCES
Available on Request