NICHOLAS OBAZEI

Project Coordinator | Project Administrator | Project Support Officer

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Executive Summary

Motivated and detail-driven Project Coordinator / Project Support Officer with proven success in supporting digital and community-focused projects. Skilled in coordinating teams, managing documentation, and maintaining clear communication between technical and business stakeholders. At ChantUp, I helped streamline project delivery by applying structured coordination, risk tracking, and performance reporting techniques. I combine strong analytical, organizational, and interpersonal skills to ensure seamless execution, alignment across teams, and measurable impact on project outcomes.

Core Competencies

Project Coordination • PMO Support • Risk & Issue Tracking • Stakeholder Engagement • Project Scheduling • RAID Management • Governance Reporting • Meeting Facilitation Change Management • Documentation Control • Agile & Waterfall Delivery.
Tools: MS Project | Google Workspace | SharePoint | Jira | Trello | ClickUp

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Professional Experience

Technical Project Assistant (Remote)
ChantUp | (Dec 2024 - Aug 2025)

Situation: ChantUp was expanding its community-driven digital platform, requiring seamless coordination across remote teams to manage project execution, client engagement, and internal communication.
Task: My role was to support project operations by managing executive schedules, organizing workflows, and ensuring timely updates between technical, creative, and client-facing teams.
Action:
- Managed executive calendars, virtual meetings, and task trackers to maintain alignment across departments.
- Handled daily correspondence, project documentation, and workflow organization, improving clarity and reducing delays.

- Developed reports, presentations, and digital dashboards to support data-driven decision-making.
- Maintained CRM-style records, ensuring accurate data entry, client follow-ups, and system consistency.
- Researched and implemented automation tools to streamline communication and reduce manual administrative effort.

Result:
- Improved response times and task visibility across teams, reducing communication delays by 25%.
- Strengthened collaboration between departments, supporting on-time project delivery and higher client satisfaction.
- Enhanced operational efficiency by optimizing project processes and introducing scalable digital workflows.

Assistant Project Coordinator
Bedrock Constructions | (Dec 2022 - Feb 2025)

Situation: Bedrock Constructions was managing multiple large-scale residential and commercial projects that required precise scheduling, coordination, and stakeholder alignment to ensure on-time, compliant delivery within budget.

Task: My responsibility was to assist the project planning team in developing schedules, tracking progress, coordinating site activities, and ensuring smooth communication between project stakeholders.

Action:
- Developed and maintained detailed construction schedules, Gantt charts, and WBS structures in Primavera P6, tracking dependencies and milestones across active projects.
- Coordinated planning sessions with site engineers, architects, subcontractors, and quantity surveyors to align timelines and resolve schedule conflicts.
- Monitored resource utilization, material delivery timelines, and cost performance, flagging variances early and supporting corrective action planning.
- Prepared progress reports, executive dashboards, and updated project documentation to maintain visibility for project managers and clients.
- Assisted in identifying risks such as weather delays, labor shortages, and design variations, recommending mitigation strategies to minimize impact on delivery.

Result:
- Improved project schedule accuracy and visibility across departments, reducing coordination delays by 20%.
- Enhanced communication flow between field and office teams, ensuring timely updates and better alignment with client expectations.
- Contributed to the successful on-time and within-budget completion of multiple mid-rise building projects under Bedrock's construction portfolio.

Frontend Developer
Exzing Technologies - Jan 2021 - Nov 2022

Situation: The development team was tasked with building fast, scalable, and visually consistent web applications to improve user experience and ensure compatibility across devices and browsers.

Task: My responsibility was to design, develop, and deploy responsive web interfaces that maintained brand consistency, supported modern functionality, and optimized overall performance.

Action:
- Built and deployed responsive, cross-device web applications using React.js, Next.js, and Tailwind CSS, improving usability and reducing load times.
- Implemented efficient state management using Redux, Context API, and React Query to streamline data handling and enhance app responsiveness.
- Integrated authentication and authorization workflows with JWT, Firebase Auth, and OAuth, ensuring secure user access and data protection.
- Utilized Git/GitHub for version control and managed CI/CD pipelines to ensure smooth, automated deployment processes.
- Translated Figma wireframes into pixel-perfect, interactive user interfaces consistent with design systems and branding guidelines.

Result:
- Achieved a 30% improvement in page load speed and enhanced cross-device performance metrics.
- Delivered highly interactive UIs that improved user engagement and reduced bounce rates.
- Strengthened application security and scalability through clean code practices and optimized workflows.

Technical Support & Customer Service Assistant (NYSC)
Pension Transitional Arrangement Directorate | (Nov 2019- Dec 2020)

Situation: The Pension Transitional Arrangement Directorate (PTAD) needed to streamline its pensioner support and data management systems to ensure timely query resolution, accurate enrollment, and strict compliance with federal data security standards.

Task: My responsibility was to provide first-line technical and customer support to pensioners, employees, and institutional stakeholders while maintaining accurate records within the central pension database.

Action:
- Delivered first-line technical assistance via phone, email, and service portals, resolving 95% of inquiries within SLA timelines.
- Guided pensioners through secure online portals for account access, benefit applications, and status updates, ensuring compliance with federal data protection regulations.
- Verified and authenticated biometric and demographic data, maintaining accuracy across institutional records.

- Enrolled pensioners into the centralized pension database, ensuring smooth disbursement and identity verification processes.
- Managed and safeguarded sensitive financial and personal data, adhering to all compliance and confidentiality standards.

Result:
- Enhanced data accuracy and processing efficiency for pensioner records, improving overall system reliability.
- Increased pensioner satisfaction and reduced repeat inquiries through clear, compliant guidance and efficient issue resolution.
- Contributed to faster pension disbursement cycles and strengthened institutional trust through consistent, high-quality support.

EDUCATION & CERTIFICATION

- Project Management Bootcamp - Digital Technology Business School London.
- Front-end Development -School of Programming and Software Development
- Front-end Development -Free Code Camp
- Fundamentals of Agile Project Management - PMI
- Computer Science - University of Port Harcourt, Nigeria

SKILLS & TOOLS

- Administrative: Email & Calendar Management · Meeting Coordination · Documentation & Reporting · Data Entry.
- Digital Tools: Google Workspace • Microsoft Office Suite • ClickUp • Notion • Slack • Trello • ProjectLibre • MS Project • CRM & ERP Systems (Dynamics 365, Salesforce)

Professional Attributes

- Excellent communicator and collaborator.
- Strong analytical and reporting ability.
- High attention to detail and data integrity.
- Proactive problem-solver with a delivery mindset.
- Adaptable to fast-paced, Agile project environments

References

Available upon request