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MARGARET WAMBOI

Product Manager

EXPERIENCE

Product & Project Management Intern - Outlliant
Oct 2023 - Dec 2023

- **Project& Team:** Streamlined communication, collaboration, & task management across teams. Tracked progress & milestones, facilitated meetings, ensured knowledge flow in ClickUp.
- **Knowledge Hub:** Built comprehensive Notion docs for new team members, fostering efficient knowledge sharing on tools, processes & procedures.
- **Data-Driven Insights:** Harnessed Google Analytics & Page Speed data, generating insightful reports & informing stakeholder decisions.
- **Communication and Presentation:** Delivered clear bi-weekly updates, visualized processes with Figma flowcharts, & maintained detailed meeting notes.
- **Project Support:** Contributed to editing project documentation & actively assisted with bug tracking via ClickUp tickets.

EDUCATION

AkiraChix-codeHive Program
Diploma in Information Technology.
Feb 2023 - Dec 2023

RELEVANT COURSES

Product Management:
Agile and scrum methodologies
UX Research:
Prototyping and testing
UX/UI Design:
Wireframes and mockups
Visual dashboard design
Icon and illustration design
Front-end Web Development:
React JS
Back-end Development:
Creating URL routing models.
Django Framework.

PERSONAL STATEMENT

Where growth meets impact, that's where you'll find Margaret. An adept collaborator and optimization champion.

SKILLS

- Agile Project Management
- Scrum Methodologies
- Product Vision and Strategy
- Feature Prioritization
- User Feedback Analysis
- Project Planning and Execution
- Milestone Tracking
- Documentation and Knowledge Sharing (Notion)
- Data Analysis and Reporting(Google Analytics, Page Speed Insights)
- Presentation Skills
- Collaboration Tools (Jira)
- Gantt Chart Creation
- Meeting Facilitation and Note-Taking
- Ticket Management (ClickUp)
- Team Coordination and Communication

REFERENCES

Linda Kamau
Founder & Executive Director,
AkiraChix.
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Caroline Mutua
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