OLUWAFEMI AMOS DADA

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Professional Profile

A result-oriented and detail-driven Project Manager with a proven track record of successfully leading cross-functional teams to deliver high-impact projects within scope, on time, and within budget. Possesses a keen ability to align project objectives with organizational goals, ensuring optimal efficiency and resource utilization. Adept at employing strategic thinking and problem-solving skills to overcome challenges and deliver innovative solutions.

Excellent communication and interpersonal skills facilitate seamless collaboration with stakeholders at all levels. Known for fostering a collaborative team environment and maintaining a client-centric focus. Demonstrates expertise in project planning, risk management, and quality assurance to ensure the successful execution of complex initiatives. Committed to continuous improvement and staying abreast of industry best practices to drive excellence in project management.

Skills and Core Competencies

- Exceptional Communication skills
- Microsoft Office (Word, PowerPoint, and Excel)
- Microsoft Project Plan
- Risk Management
- Scrum
- Agile Project Management
- Teamwork
- Problem-solving Skills
- Attention to details
- Time Management skills
- Critical thinking skills
- Jira
- Reporting and documentation
- Good Interpersonal skills
- Effective workflow management
- Stakeholders Management
- Course Content Development

Work Experience

Aug 2022 – Present — IT Project Manager
Ha-Shem Limited

- Working with all units in the organization to ensure the timely delivery of projects towards achieving customer satisfaction.
- Understanding project requirements, concepts, and scope.
- Developing project plans in consultation with stakeholders, includingclients and staff.
- Ensuring projects fulfill budget and quality standards.
- Outlining the human and material resources required to complete eachproject successfully.
- Pitching project ideas and securing approval before each projectcommences.
- Developing new project plans in consultation with stakeholders, including clients and team members.
- Evaluating each project's effectiveness by consulting with clients, consumers, and team members.
- Monitoring the Team performance to ensure excellence and adherence to specified deadlines.
- Preparing project reports and sharing them with stakeholders.
- Coordinate tasks and resources.
- Ensure that project fulfils budget and quality standards.

May 2022 – August 2022
Project Management Internship
Ha-Shem Limited

- Collaborated with project managers to contribute to the development of project plans, timelines, and milestones.
- Maintained project documentation, updated status reports, and assisted in preparing presentations for project stakeholders.
- Worked closely with cross-functional teams, facilitating communication and ensuring everyone was aligned with project goals.
- Assisted in coordinating and tracking tasks, ensuring they were completed on schedule and within specifications.
- Identified and reported potential risks or issues that may impact project timelines or outcomes; proposed solutions to mitigate risks.
- Stayed updated on project management methodologies, tools, and best practices; actively sought opportunities to enhance skills and knowledge.
- Provided general support to the project management team, taking on additional tasks as needed to contribute to the overall success of the projects.

Sept. 2021 – April 2022
Project Coordinator
Environmental Protection and Management (NYSC)

- Engaged with local communities, stakeholders, and relevant organizations to assess needs, gain support, and foster participation in environmental projects.
- Conducted environmental assessments to evaluate the potential impact of projects on ecosystems, natural resources, and communities.
- Coordinated resources, including human resources, materials, and equipment, to support project activities.
- Established monitoring and evaluation mechanisms to track project progress, outcomes, and impact on environmental and community objectives.
- Coordinated with project teams, contractors, and volunteers to ensure tasks are completed according to plan and quality standards.

May 2021 – April 2022
Class Educator
Government Secondary School, Afikpo, Ebonyi, Corp Member (NYSC)

- Planned and developed instructional materials and lesson plans aligned with curriculum standards.
- Designed and administered assessments to evaluate student progress, provide constructive feedback, and assign grades.
- Collaborated with other educators, administrators, and support staff to enhance the overall educational experience and address student needs.
- Maintained accurate records of student attendance, grades, and other relevant information.

Volunteering

Mar 2023 – Present
Event Coordinator
Dynamics User Group (DUG), Lagos

- Developed event plans, schedules, agendas, and execution timelines to ensure activities are delivered in line with agreed objectives.
- Coordinated event programmes, session sequencing, speakers, facilitators, and other key participants to ensure a smooth event experience.
- Collaborated with community leadership, speakers, sponsors, partners, and volunteers to align expectations and coordinate event requirements.
- Coordinated venue arrangements, event materials, technical requirements, registrations, and other operational needs.
- Supported the planning and tracking of event-related expenses and resources to promote efficient execution.

- Gathered feedback, assess event outcomes, and identify opportunities to improve future programmes and participant experiences.

Key Areas of Contribution

- Coordination of community meetups, technical sessions, and professional development events.
- Collaboration with speakers and stakeholders to deliver relevant and engaging programmes.
- Support for initiatives that strengthen community participation and knowledge sharing.
- Continuous improvement of event planning, coordination, and execution processes.

Training and Certifications

Scrum Fundamentals Certified
SCRUMstudy - Accreditation Body for Scrum and Agile

Project Initiation: Starting a Successful Project
Google

Foundations of Project Management
Google

Academic Qualifications

2021
Bachelor of Agriculture (B.Agric.)
Animal Nutrition
Federal University of Agriculture, Abeokuta, Nigeria

2012
Secondary School Leaving Certificate
Itoki Community High School, Ogun