professional experience

**Project Manager SCM**

Bayshore Healthcare ICS 2021 – Ongoing **Ottawa ON

Leading the direction, coordination, implementation, execution, control, and closure of multiple projects to improve supply chain processes.

* Managed effective working relationships with key stakeholders including vendors, clinical managers, and immediate team to ensure projects’ success.
* Managed project resources, defined scopes, deliverables, and goals.
* Reduced existing excess stock by 50%, met targeted restock cycle while reducing wastage and required storage space.
* Streamlined purchasing process resulting in eliminated manual errors from duplicated orders and delayed deliveries.
* Supported multiple RFPs and RFQs to coordinate the purchase of healthcare equipment and supplies.

**Associate Project Manager Scrum Master**

WhiteCat Media 2020 – 2021 **Lagos NG

Worked with diverse stakeholders to specify requirements, design, and implement change for multiple business processes while removing barriers.

* Maintained project documentation including RAID log, RACI chart, business case as well as project plan for stakeholder sign off.
* Closely monitored risks and controlled budget as well as schedule to discourage scope creep.
* Communicated key information to senior stakeholders using the AS IS & TO BE analysis as well as information radiators, thus ensuring successful implementation of a new IT system that reduced system loading times by 22%.
* Provided training and coaching opportunities to teams while continuously educating stakeholders on agile methodologies resulting in significantly improved team velocity.

**KEY SKILLS**

 Waterfall & Agile

 Microsoft Azure DevOps

 Microsoft Teams & Slack

 Microsoft Project

 Wrike

 Jira & Confluence

 Visio & Draw.io

 Microsoft Office 365

 Documentation & Reporting

 Coaching & Mentoring

 Conflict Resolution

**CERTIFICATIONS**

 Project Management Professional® Certification 2023

 Professional Scrum Master I Certification 2022

**EDUCATION**

 MSc Applied Economics 2012

 BA [Hons] Business Economics 2009

Summary

A versatile leader with demonstrated knowledge and diverse experience in leading projects, motivating diverse teams, and organizing processes within the private, public, and non-profit sector. Passionate in championing success in all my projects by maintaining an optimal balance between setting long term goals and keeping short-term objectives in focus through continuous improvement. This approach has resulted in over eight (8) years of successfully meeting milestones and deliverables to drive project goals and business objectives.

Reference

Available on request

Languages

English - Native Yoruba - Fluent French – Level 3 (Ongoing Education)

professional experience

**Business Analyst Project Manager**

Munco International Ltd t/a Adband 2014 – 2020 **Derby UK

Managed goods, services, and technology procurement activities with a focus on complex customized projects; maintained documentation on procurement projects.

* Led contract negotiations with up to 100 suppliers from the UK, EU and China during the onset of Covid-19 pandemic to achieve and maintain year on year savings.
* Assessed and redistributed product range to adapt to demand for quicker lead times as well as lower minimum order quantity requirements while reducing transportation cost as well as carbon footprint.
* Managed CRM software migration to improve staff performance by streamlining work processes which reduced margin of errors by 65%.

**Business Analyst**

Munco International Ltd t/a Adband 2012 – 2014 **Derby UK

Provided data and metrics to the team to ensure efficacy in supply, demand, and sales needs. Assisted in streamlining processes and alongside ad-hoc duties.

* Led requirements working sessions with stakeholders to identify clients’ needs and ensure requirements are aligned with the business objectives.
* Prepared business requirements documentation, developed process flow models as well as user cases.
* Validated project scope solutions against business requirements and organizational objectives.
* Analyzed data to identify opportunities as well as threats and suggested improvements.

**Junior Business Analyst**

Skye Bank Plc 2009 – 2010 **Abuja NG

Assessed business growth and its impact on banking operations and supported projects of strategic initiatives.

* Successfully implemented customer relationship management process that reduced account inactivity, leading to a 27% increase in cash deposits.
* Anticipated business needs before they arose and presented solutions to project management office that encompassed issues at hand.
* Monitored the progress of projects and ensured they are closed out in a timely manner.
* Created reports and presentation contents to support Branch Director and Area Manager as necessary.