

Adedotun Osi-Efa

Project Manager | Full Stack Web Developer

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PROFESSIONAL SUMMARY

Seasoned Project Manager with experience leading cross-functional teams in the successful execution of multiple projects. Highly proficient in Agile and Waterfall methodologies, as well as risk and scope management. Strong communication skills, with the ability to bridge the gap between technical and non-technical stakeholders.

SKILLS

Project Management

Project Planning

Project Scheduling

Mobile Application Development

Project Management Tools

Scrum Framework

Frontend Web Development

Backend Web Development

WordPress

Flutter

Customer Relations

Risk Management

Agile Methodology

Technical Support

Software Development Lifecycle

Advanced problem solving

Technical understanding

Programming Languages

EXPERIENCE

PROJECT MANAGER, Lagos, Nigeria

SwiftVia Logistics, July 2023–August 2024

- Developed a comprehensive project plan for a logistics startup using Microsoft Project, establishing clear timelines and deliverables.
- Assembled and led a cross-functional team of frontend and backend developers, an app developer, and a UI designer, ensuring alignment with project goals.
- Assigned tasks strategically based on team members' strengths and the project timeline, incorporating risk management through Gantt chart analysis.
- Proactively monitored project progress, making adjustments as needed to keep the project on track and aligned with objectives.
- Tracked and reported on project milestones to stakeholders, ensuring transparency and timely communication.
- Provided ongoing performance feedback to team members, fostering continuous improvement and accountability.
- Set clear expectations and deadlines for internal teams, ensuring all deliverables were met on schedule.

PROJECT MANAGEMENT INTERN, Ikeja, Lagos

Lagos State Ministry of Works & Infrastructure, January 2023–July 2023

- Monitored project progress, providing regular updates to managers and supervisors to maintain alignment with goals.
- Analyzed project data to identify areas for improvement and establish best practices for future initiatives.
- Reported on project status, including budget, resource allocation, technical challenges, and customer satisfaction, to keep stakeholders informed.
- Expanded knowledge of project management by actively completing assigned tasks and learning from experienced colleagues.
- Engaged in continuous training and development, enhancing job skills and staying updated on industry best practices.

IT PROJECT MANAGER, Abuja, Nigeria

GrowViral, September 2022–December 2022

- Implemented comprehensive project management practices, ensuring structured execution from initiation to completion.
- Organized and led kickoff and status meetings to communicate project expectations and align the team before project execution.
- Developed detailed project plans using Microsoft Project, setting clear milestones and deliverables.
- Facilitated meetings to define project milestones, brainstorm ideas, and determine effective task management strategies.
- Assigned duties and responsibilities strategically, optimizing team strengths to enhance project execution.
- Monitored project progress diligently, addressing issues promptly and managing the critical path to ensure timely delivery.
- Successfully developed and executed new social media marketing plans, driving engagement and achieving campaign goals.
- Submitted project deliverables while ensuring strict adherence to quality standards, maintaining high levels of client satisfaction.
- Defined and delegated roles, responsibilities, and spans of authority, ensuring clarity and accountability within the project team.

EDUCATION

BACHELOR OF TECHNOLOGY (B.TECH) IN PROJECT MANAGEMENT TECHNOLOGY, Lagos, Nigeria

Lagos State University, April 2023

GPA 3.95

CERTIFICATIONS

- Google Project Management
- Capstone: Applying Project Management in the Real World