

# AMIRA ADEDIRAN

## • Project Manager•

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## ABOUT ME

A results-orientated and high-energy project manager with a talent for leading by example and inspiring peak performance. Amira has been recognised as a high-achieving management professional possessing excellent communication, organisational and analytical capabilities. Devises innovative solutions to resolve business and technology challenges. Skilled in Agile and Scrum project management.

## RELEVANT EXPERIENCE

### **SPICEE UPP / OPERATIONS ASSOCIATE**

- Introduced the implementation of the kanban system for inventory management.
- Gather, organise and model data to assist management in making key decisions.
- Leading a cross-functional team to continuously achieve their KPIs.
- Periodically monitor and review operational performance, aiding improved business strategy to maximise productivity.

### **FREELANCE (UPWORK) / FRONTEND DEVELOPER**

- Made use of front-end technologies such as ReactJS, JavaScript, HTML and CSS to bring web designs to life in the form of websites and web applications.
- Performed client-side authentication, API integration, as well as the implementation of CRUD operation when required.

### **AITEO GROUP / JOINT VENTURE PLANNING & LIAISON ASSOCIATE**

- I was responsible for monitoring budgeting approvals, budget defence and cash call sessions between members of staff from different departments and their Joint venture counterparts.
- In charge of keeping joint venture counterparts up-to-date with quarterly report on overall business activities.

### **AITEO GROUP / HUMAN RESOURCES ASSOCIATE**

- I was involved in researching and planning training and development sessions for all members of staff.
- I responded to HR-related queries within the company
- Actively contributed to the HR operations transformation, proactively identifying ways for the function to work smarter and provide a better employee experience.

### **TECHPRENEUR AFRICA / PROJECT MANAGEMENT INTERN / EVENT MANAGER**

- I was at the forefront of the planning execution of the OPEN MIC AFRICA 2017 tour in collaboration with the Massachusetts Institute of Technology's Legatum centre in Lagos with the aim to find and showcase Nigeria's top innovators while developing a dialogue among local entrepreneurs, investors, and MIT mentors
- Assisted in interviews with clients to gain an understanding of client business conditions, risks, and controls (including preparation of interview notes).
- I was tasked with defining project scope, guidelines, milestones and task allocation to establish and maintain clear progress plans.

## VOLUNTEERING & POSITION OF RESPONSIBILITY

### **CODING COACH / MENTOR**

Continuously providing mentorship to students who are willing to learn various areas of frontend web development.

### **SHE CODE AFRICA / JAVASCRIPT MENTOR**

I served as a learning assistant leading a team of 8 students in daily code challenges in JavaScript by delivering one on one feedback and code review through teams on a weekly basis.

### **BLOOMTECH INSTITUTE (LAMBDA) / MEETUP COORDINATOR**

I was in charge of ensuring satisfactory student experience by creating networking experiences for Bloomtech students in Lagos as well as learning opportunities with links to already existing professionals in the ecosystem.

### **MIDDLESEX UNIVERSITY / ATHLETICS CAPTAIN**

I served as an intermediary between the students on my course as well as the school board to ensure maximum student experience throughout the year

### **MIDDLESEX UNIVERSITY / COURSE REPRESENTATIVE**

I served as a collective voice for the students on my course as well as an intermediary between the students and the school board to improve student experience.

## DEGREES & CERTIFICATIONS

### **COURSERA / GOOGLE PROJECT MANAGEMENT CERTIFICATION**

#### **LOUGHBOROUGH UNIVERSITY / MSc Management**

Relevant modules: Operations Management, Information System Management, Business Environment Analysis, Global Strategic Management, Management Analysis, Accounting & Finance, Global Logistics and Supply Chain, Marketing in the organisation, Human Resources Management, Brand Management.

### **BLOOMTECH INSTITUTE OF TECHNOLOGY (LAMBDA) / FULL STACK WEB DEVELOPMENT**

HTML, CSS, JavaScript, NodeJS, React, Redux, Python, SQL.

### **MIDDLESEX UNIVERSITY / BSc (Hons) Psychology with HRM**

Relevant modules: Management and Organizations, Leading change, Human Resource Management in Practice Data Analysis, Business Psychology, Research Methods and Ethics in Psychology, Research Methods and Design in Psychology, Developmental Psychology, Social Psychology, and Individual Differences, Biological and Cognitive Psychology, Foundation Psychology

## SKILLS

- Product lifecycle management
- Written and verbal communication skills
- Cross-functional team leadership
- Advanced problem-solving
- Technologically inclined with excellent all-round IT skills
- Kanban project management methodology
- Analytical skills
- Detail-oriented with the ability to work independently and prioritise workload
- Organisational skills
- Agile/Lean project management
- Stakeholder management