

# Chiedoziem Ikpeama

## SKILLS

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- **Project Management:** Microsoft Excel for project planning and tracking.
- **Document Processing:** Proficient in Microsoft Word for creating reports and documents.
- **Stakeholder Management:** Effective communication and relationship building.
- **Methodologies:** Skilled in Agile and Waterfall methodologies for project execution.
- **Analytical Skills:** Able to interpret complex data and draw meaningful insights to guide project planning.
- **Research and Analysis:** Strong analytical skills for problem-solving and decision-making
- **Legal Analysis and Research:** Proficient in conducting comprehensive legal research, analyzing case law, statutes, and regulations to provide sound legal advice and support.
- **Effective Communication:** Strong communication skills for interacting with cross-functional teams, Stakeholder and Clients.
- **Product Development.**
- **Contract Drafting and Negotiation:** Skilled in Drafting and reviewing contracts, Agreements, and Legal Documents with a keen attention to detail.
- **Problem Solving:** Able to Analyze complex Legal issues, identify key factors and develop innovative solutions to address challenges and achieve favorable outcomes.
- **Engineering Management.**
- **Product Management.**
- **Product Design.**

## EXPERIENCE

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12/2022 – PRESENT      **Assistant Manager**, Lexer Pharmacy – Owerri West, Imo State

- Implemented and trained staff in using Shopkrite for inventory tracking and sales monitoring, resulting in a 20% increase in sales efficiency.
- Initiated online sales platform, leading to a 15% expansion in customer reach.
- Coordinated daily operations, managing staff schedules and ensuring optimal inventory levels.
- Reduced operational costs by 10% through effective resource allocation.

06/2022      **CASE STUDY PROJECT**, Project Plant Pals: Operations & Training Plan

- **Overview:**
  - Prepared an Operations & Training Plan for Office Green's Plant Pals service.
- **Responsibilities:**
  - Developed key project documents and strategies.
- **Key Documents and Deliverables:**
  - **Project Charter:** Crafted an extensive document outlining the project's objectives, scope, and expectations.
  - **Statement of Work:** Defined project tasks, deliverables, and initial pricing to ensure clear contractual agreements.
  - **Risk Management Plan:** Identified potential project risks, assessed their likelihood, and devised mitigation strategies.
  - **Schedule:** Established a detailed project timeline, monitoring and adapting it throughout the project lifecycle.

- Budget: Managed the project budget, tracking expenses and providing cost estimates for project completion.
- Communication Plan: Formulated a communication strategy, specifying frequency, methods, and content to keep stakeholders informed.
- Shared Folder: Maintained a central repository for easy access to all project documentation.
- RACI Chart: Defined roles and responsibilities within the project, ensuring clarity on who is Responsible, Accountable, Consulted, and Informed.

## EDUCATION

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Graduated 07/2023      **Bachelor of Laws (LL.B)**, Igbinedion University Okada – Okada, Edo State

## EXTRACURRICULAR & LEADERSHIP

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04/2023 – 07/2023      **Assistant Director of Public Prosecution**, Law Students' Association (I.U.O Chapter)

03/2020 – 07/2023      **Pastoral Member**, Nigerian Federation of Catholic Students (N.F.C.S I.U.O Chapter)

11/2019 – 03/2022      **School Usher**, Igbinedion University Okada - Okada, Edo State

05/2023 – PRESENT      **Member**, Project Management Institute

## OTHER CERTIFICATIONS

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05/2023      Google Project Management by Coursera

05/2023      Microsoft Excel for Project Management by Udemy

09/2023      Project Management Specialization by University of Colorado Boulder, offered through Coursera

09/2023      Project Management Principles and Practices Specialization by University of California, Irvine Extension, offered through Coursera

10/2023      Product Ideation, Design, and Management by University of Maryland, offered through Coursera