

DOMINIC UMOREN

Project Manager

An Experienced Project Manager/Lead Analyst that effectively drives projects' end-to-end within the set time, scope and Budget. I am experienced in delivering and managing multiple projects at a time that either impact users or stakeholders to ensure the project's objectives align closely with the strategic goal of the business. I plan and thoroughly execute the delivery of the project, applying key project principles with the clear knowledge of Agile Scrum Methodologies, JIRA, Kanban, and MS Project 365 Suite.

WORK EXPERIENCE

Project Manager (APM) January, 2021–Present
Digital Echoes, London, United Kingdom (Remote)

- Delivered the agreed outcomes within time, cost and quality constraints. Ensuring the project progresses per the vision and agreed objectives from the outset and throughout the delivery lifecycle.
- Developed and maintained the Project Plan, sharing the plan regularly with stakeholders through Project Board and meetings where necessary to help stakeholders understand the change.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Perform risk management to minimize project risks.
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Worked with the project team to identify and manage stakeholder relationships, ensuring collaboration with all parties.

Assistance Project Coordinator Procurement/Logistic
Dami-Ran Luxury Properties Limited, Lagos, Nigeria. November, 2018 – December, 2020

- Providing administrative support to the project manager and the project team as needed. This include organizing project-related documentation, scheduling meetings, managing calendars, and handling other administrative tasks to ensure smooth project operations.
- Assisting in monitoring and ensuring the quality of project deliverables. This includes performing quality checks, reviewing work products, and following quality assurance processes and standards to ensure project outcomes meet the desired level of quality.
- Facilitating effective communication between project team members, stakeholders, and clients. Assisting in coordinating project meetings, documenting minutes, and ensuring the dissemination of relevant information to all

CONTACT

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SKILLS

PROJECT MANAGEMENT SKILLS

- Agile & Scrum Methodologies
- Stakeholder Engagement
- Risk Management
- Cost Control
- Project Monitoring and Control
- Budget and Resource Management
- Team Management and Time Management

TECHNICAL SKILLS

Tools:

- Jira and Confluence
- Microsoft Project
- MS Office Suite
- Slack
- Kanban

Project Methodologies

Agile SCRUM

Waterfall

V- Model

Spiral Model

Documentation

- Create Project Charter
- Team Role
- Work Breakdown
- Structure Communication Plan
- Maintain Risk Register
- Issue Log
- Change Request Log
- Transition Plan

- involved parties.
- Report and escalate to management as needed.
- Establish and maintain relationships with third parties/vendors

Logistics Officer

July, 2015 – September, 2018

Fidelity Bank, Lagos, Nigeria.

- Work with procurement and production team on schedule for logistics assets to optimize the assets for profitability
- Ensuring excellent driver behaviour and vehicle maintenance is at optimum efficiency.
- Organizing and managing inventory, storage, and transportation.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments, costs, timelines, and productivity

Administrative Assistant

January, 2012 – May, 2015

Noxiennne Technologies Limited, Lagos.

- Managing project documentation, maintaining project schedules, and coordinating meetings and events.
- preparing and distributing project-related communications, documenting meeting minutes, and ensuring information flow between all parties involved leading to better productivity.
- Ensure the office is stocked with necessary supplies and all equipment is properly maintained.
- Performing general administrative duties to support project operations, such as managing calendars, scheduling meetings, coordinating travel arrangements, and handling project-related correspondence.

PROFESSIONAL COURSES AND CERTIFICATIONS

- **AGILE MASTER TRAINING CPD Certification**, Alison
(November, 2022)

Agile Master Training is a course carefully designed to analyze the different essential processes adopted by modern companies in making decisions. The course illustrates the best practices needed to develop software successfully and manage projects adequately. Contrary to popular belief, Agile principles do not make decisions for boards.

- **PROJECT MANAGEMENET FUNDAMENTALS Certification Allison**.
(September 2023)

Project management is an essential skill for leading and managing projects, with professionals in this area in great demand

This program includes the roles of a project manager, the necessary skills required for the project, and the essential prerequisites to appear in the PMP certification exam. This course also introduces the candidates to the eight crucial steps that can help the Project Management Professional in writing the perfect project plan.

EDUCATION

The Open University of Nigeria.

Bachelor of Arts - Mass Communication

SCRUM FUNDAMENTAL CERTIFIED (SFC)

(November 2023)

Scrum Fundamentals Certified course is tailored to help anyone interested to know more about Scrum; learn about key concepts in Scrum as defined in the SBOK® Guide; and to get a basic understanding of how Scrum framework works in delivering successful projects.

- **PRINCE2/PMP CERTIFICATION IN VIEW**

PRINCE2 is based upon the tried and tested experience of project management practitioners around the world, and provides the themes, principles, and processes to deliver successful projects of any size and complexity.

