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|  | **DAMILARE JOSEPH OYETUNJI (CAPM, ACIPM, PSM)****oyetunjioyedotun@gmail.com****07377603180****Certifications**Associate Member, Chartered Institute of Personnel ManagementProfessional Scrum Master (PSM 1)12-week Digital Skills Bootcamp in IT Solutions at Althaus Digital (2023)Agile Master in Public Services at Public Service Transformation Academy (2023) |
| **KEY SKILLS & COMPETENCES*****Stakeholder Management**** Proficient in stakeholder management planning and analysis, considering their number with various levels of power and interest.

***Requirements Engineering**** Experienced in requirements gathering, analysis, documentation, and management with good knowledge of user stories.
* Application of traceability matrix to reconcile/trace solution to requirements.

***Technical Skills**** Proficient with the use of Microsoft Office packages (Word, PowerPoint, Project, Excel), Office 365, SAP S/4 HANA, SAP SAC, SQL, Document/Information Management Platforms (SharePoint), Azure DevOps, JIRA/confluence.

**METHODOLOGIES*** Waterfall, Agile, Scrum, GAP Analysis, SWOT Analysis, and PEST Analysis.

**PROJECTS/SOLUTION DELIVERED*** Value Chain Implementation on VULTe platform (Web and Mobile applications) increased Polaris Bank’s revenue by almost half a billion naira.
* E-token/Hard token implementation on VULTe platform (Web and Mobile applications) with a customer base of over 1.2 million people.
* Enhancement of the security outlook of the VULTe platform (Web and Mobile applications) that reduced the reported fraud cases by 85%
* Implementation of Asset Financing feature on USSD.
* Deploy a Multimillion-naira Broadcom Data Loss Prevention solution to First Bank of Nigeria.
* Installation of over 6000 prepaid meters for the leading Energy Company (Ikeja Electric) in Nigeria.

**Work Experience****Nottinghamshire County Council, UK (August 2023 till Date)*****Project Officer (Transformation and Change)**** Monitored project progress for 3 projects that cut across the Nottinghamshire County Council, consistently maintaining adherence to time and budget targets, resulting in zero budget overruns and on-time delivery.
* Developed and maintained comprehensive project documentation for the County Council’s Staff Travel and Fleet review ongoing projects, including project plans, project outputs, outcomes, and benefits realization plans, resulting in improved project transparency and accountability.
* Support the Project Manager and the Strategic Insight Unit to assess the feasibility of business cases of the three projects I am working on, providing critical data modelling and analytical insights that influenced project decisions using Microsoft Excel.
* Manage and update risk registers and action logs for 3 projects, identifying and addressing potential issues with appropriate mitigating actions.
* Coordinated project meetings, prepared meeting materials, and documented minutes to facilitate effective communication and information sharing.
* Assist the Project Manager in the preparation of project reports, providing comprehensive updates on project status, milestones, and achievements.
* Drafting gateway papers for submission to cabinet members.

**Polaris Bank Limited, Nigeria (January 2022- July 2023)****Lead, Agile Delivery*** Avoided the use of stale practices through regular review and adaptation of agile practices, resulting in continuous improvement and improving the efficiency of the Agile team by 75%.
* Coach the 25-man team in Agile practices that they have agreed to, i.e., Stand-ups, retrospectives, reviews and ensure that they are followed.
* Improved work throughput of the team, as evidenced by quantifiable metrics such as increased efficiency, reduced downtime, and improved productivity which gave the VULTe platform 95% stability.
* 100% alignment with the Product Owner and Agile Lead in constantly re-prioritizing the backlog based on changes in scope, bug resolution, and issue management.
* Prepared detailed statements of work for up to 8 projects that were undertaken and gained concurrence and approval from stakeholders which resulted in a 98% success rate of the projects.
* Collaborated with customers and cross-sectional engineering teams to define and elaborate software requirements for up to 19 software products scoped and delivered.
* Led a team of three Scrum Masters to nurture a positive, transparent, and respectful team environment, resulting in a 30% boost in team morale and collaboration.
* Coordinate the deployment of services from the test environment to the production environment on Azure, in collaboration with the DevOps team.

**Lumenave International Limited, Nigeria (February 2020- December 2021)*****IT Project Manager**** Facilitated the monitoring of closed projects to ensure customer satisfaction which resulted in a 60% increase of customers signing up for post-implementation support compared to the previous year.
* Collaborated with a cross-functional team to deliver a Cisco ACI project which was deployed for FCMB, this increased the organization’s revenue up to half a billion naira.
* With the use of Project Management tools like MS Project, my team successfully delivered over 14 software and infrastructure projects for 7 clients across different industries.
* Worked with and managed a global multi-disciplinary team of 18 engineers to deliver a multimillion-dollar Data Loss Prevention project for First Bank of Nigeria
* Oversaw the management of the project budget and constantly liaised with the procurement team to ensure the timely acquisition of goods and materials leading to the achievement of zero disruption in the supply chain process.

**A1power Technologies (Meter Assets Provider Project with Conlog Nigeria and Ikeja Electric) (July 2017- February 2020)*****Project Support Officer**** Served as the company’s representative on the project and attended high-level stakeholder meetings.
* Submitted timely reports to all stakeholders (A1 power, Conlog Nigeria, Ikeja Electric) from time to time to facilitate decision-making.
* Gave support in the establishment of effective project governance, processes and systems to be utilised throughout the project.
* Identified and monitored project risks and implemented risk mitigation steps using the risk register.

**Volunteer Work****Age UK Sheffield (March 2023- Till date)*****Digital/IT Support Officer**** Provide IT and technical/technological support for senior citizens in Sheffield through home visits and drop-ins at the Central Library.

**Sheffield Hallam University Student Union (September 2023- Till date)*****BAME Ambassador**** Currently leading initiatives at SHU to promote diversity, equity, and inclusion for BAME students.
* Spearheading efforts to decolonize the university curriculum, ensuring a more inclusive educational experience for students.
* Collaborating with student leaders, university leaders, and stakeholders in the student union to advocate for the interests of BAME students.
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**Educational Qualifications**

* Bachelor of Technology in Project Management Technology

[Federal University of Technology, Akure] *(2010 - 2015)*

* Masters in Information Technology Management

[Sheffield Hallam University] (January, 2024)