

TAOFEEK OLALEKAN ADEYEMI, PMP®, CSM®, ITIL®

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PROJECT COORDINATOR

SUMMARY OF QUALIFICATIONS

- Dedicated and versatile Project Coordinator with over 10 years of experience in IT and Telecommunications sectors
- Holds certifications in Project Management Professional (PMP), Certified ScrumMaster (CSM), and ITIL
- Proven track record in enhancing customer experience and implementing efficient processes
- Skilled in both Agile and Waterfall methodologies
- Proficient in utilizing the Microsoft Office suite and quickly adapting to new software applications
- Adept at leading cross-functional teams, managing multiple projects simultaneously, and ensuring timely delivery within budget constraints

CORE COMPETENCIES

- Project Planning & Execution
- Stakeholder Communication
- Risk Management
- Resource Allocation
- Budget Monitoring
- Documentation & Reporting
- Microsoft Office Suite
- Agile & Scrum Methodologies
- Vendor & Client Relationship Management
- Communication & Collaboration
- Agile Methodologies (Scrum)
- Problem-Solving & Decision-Making
- Time Management & Multitasking
- Organizational Skills

PROFESSIONAL EXPERIENCE

Project Manager / Project Coordinator

Mar 2022 - Feb 2023

Hyzaxy Company Limited, Tanzania

[A reputed company providing excellent consulting services for IT, Telecom and Financial services](#)

- Led cross-functional teams, facilitating effective communication between stakeholders, and ensuring project timelines were met with efficiency and precision
- Implemented robust tracking mechanisms to monitor project milestones, tasks, and timelines
- Maintained comprehensive project documentation, including meeting minutes and progress reports
- Identified potential risks and develop proactive solutions to keep projects on track and within budget
- Ensured all project deliverables meet established quality standards and align with client requirements
- Established clear communication channels with all project stakeholders, ensuring regular updates on project progress, milestones, and potential risks

Key Accomplishments:

- Project 1: Successfully implemented a network redesign project, with a focus on resolving bandwidth congestion, which achieved a 10% monthly increase in organizational profit and significantly boosted customer satisfaction
- Project 2: Directed the deployment of SMS and voice firewalls, effectively curbing fraudulent traffic and increasing organizational profit by 8% on a monthly basis

Network Director

Sep 2016 - Feb 2022

Benson Informatics Limited (Smart East Africa), Tanzania

[Telecommunication/Internet Service Provider that provides voice, SMS, data, broadband wireless, and fiber connectivity](#)

- Implemented a comprehensive regulatory compliance program, achieving a 95% pass rate on all regulatory audits conducted in the past year
- Coordinated with internal teams and external vendors to ensure uninterrupted telecom services during a comprehensive network infrastructure upgrade

- Directed a 50-member team responsible for the daily operations and support of telecommunication infrastructure, achieving annual savings exceeding million dollars through strategic process improvements and cost optimization strategies

Key Accomplishments:

- Project 1: Led the deployment of Mobile Number Portability (MNP), aligning with Agile principles, resulting in project delivery within the regulatory timeline and achieving cost savings of millions of dollars
- Project 2: Planned, designed, and coordinated the implementation of 15 / 15 MHz Long Time Evolution (LTE) and Worldwide Interoperability for Microwave Access (WiMAX) instead of outsourcing the services to a Telco vendor, thereby resulting in a savings of over a million dollars and an increase in the data capacity of subscribers by 10%

Head of Unit – ISP, WAN Manager

May 2012 - Aug 2016

Benson Informatics Limited (Smart East Africa), Tanzania

- Implemented a backhaul upgrade of 30 Internet Point of Presence sites from wireless to fiber, achieving 99% service availability and boosting customer satisfaction and revenue by 20%
- Developed and implemented a comprehensive project plan for enabling connectivity to the Internet Exchange, resulting in the recovery of 40% of the bandwidth on Google Cache, eliminating the need to access the Internet
- Collaborated with vendors for TDD LTE deployment, increasing data revenue by 50% through effective vendor selection, contract negotiations, and performance management

Key Accomplishments:

- Project 1: Managed the project lifecycle for 4G WiMAX deployment across three countries, increasing broadband penetration and revenue by 15% per month in each country
- Project 2: Led a team of network engineers in executing a network infrastructure upgrade project, enhancing data traffic delivery by 70% and boosting customer satisfaction

VOLUNTEERING EXPERIENCE

PMI Infinity, Artificial Intelligence Product Testing

Apr 2023 – Present

PMI Global Headquarters, USA

- Test the responses of PMI Infinity (Generative AI) to a diverse range of prompts and scenarios
- Provide detailed feedback on the accuracy, relevance, and effectiveness of Infinity's responses
- Collaborate with the PMI Infinity team to identify areas for improvement and suggest enhancements to the tool

EDUCATION

Project Cost, Value and Procurement Management Course

Apr 2024

Seneca Polytechnic, Toronto Canada

Masters of Telecommunications

Nov 2013

Atlantic International University, USA

Bachelor of Science in Electronics / Computer Engineering

Sep 2003

Lagos State University, Nigeria

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT COURSES

Generative AI Overview for Project Managers, Project Management Institute, USA

Dec 2023

Workplace Communication in Canada (WCC), Toronto Metropolitan University, Canada

May 2023

Certified SAFe® 6 Scrum Master (SM), Scaled Agile Inc., Canada

Jun 2023

Certified SAFe® 6 Agilist (SA), Scaled Agile Inc., Canada

Jul 2023

Project Management Professional (PMP), Project Management Institute, USA

Dec 2022

Certified ScrumMaster (CSM), Scrum Alliance, USA

Dec 2022

Information Technology Infrastructure Library (ITILv3) Foundation, EXIN, USA

Sep 2010