

THELMA OSEYEM

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Summary

Result driven Project Management Professional with a strong background in Agile methodologies and cross-functional team collaboration. Adept at developing and implementing detailed project plans, managing resources, and mitigating risks to ensure project success. Proven track record of achieving and exceeding project goals, enhancing operational efficiency, and consistently delivering high- quality results. Skilled in Agile and Waterfall methodologies, with a PMP certification, and a strong ability to communicate effectively with stakeholders at all levels. Recognized for strategic thinking, problem-solving, and the ability to foster a collaborative and motivating team environment. Seeking to bring my expertise to a dynamic organization to drive project success and contribute to overall business growth.

Work experience

Wells Fargo

2022-09 - present

Lead Analytic Consultant/Project Manager

- Collaborated in an Agile environment, engaging in sprint planning, daily stand-ups, and retrospectives to ensure on-time delivery of solutions aligned with business priorities.
- Defined project KPIs in collaboration with stakeholders, achieving a 15% improvement in project success rates based on established metrics.
- Led a cross-functional team of 12 members, driving a 25% increase in project efficiency and reducing project cycle time by 15%.
- Conducted User Acceptance Testing (UAT) for projects, system implementations, fixes, and results while ensuring data integrity from multiple sources and maintaining the best "source of truth" for recommendations.
- Facilitated process and communication improvements while managing strategic discussions on technical management, transaction execution processes, and project workflows.
- Designed and executed complex analytics projects from start to finish, including requirements definition, code development, testing, peer reviews, and delivering data-driven strategies for remediation initiatives.

Children Education Alliance, Boston, US

2019-11 - 2022-08

Project Manager

- Prepared and updated internal talking points and briefing documents to align stakeholders with strategic objectives.
- Directed the development and implementation of strategies and initiatives, ensuring alignment with organizational goals.
- Coordinated team efforts to meet project objectives by defining scope, deliverables, plans, and timelines, regularly updating management through status meetings.
- Conducted end-to-end process reviews to identify inefficiencies, bottlenecks, and non-value-adding expenses, contributing to improved performance.
- Designed comprehensive project dashboards and reports for real-time tracking and data-driven decision making; introduced data analysis practices that increased resource utilization by 20%.
- Collaborated across departments to develop tools for monitoring key metrics while delivering training on office productivity tools to enhance team efficiency.

Boston Medical Center

2015-06 - 2019-11

Business Analyst/Product owner

- Oversaw progress monitoring and implemented appropriate risk mitigation strategies aligned with program objectives.
- Conducted requirements gathering to ensure alignment with organizational goals, supporting operational efficiency via content management systems.
- Collaborated across departments and stakeholders, including IT service management teams, to identify technical challenges, define implementation strategies, and deliver enhanced product solutions meeting business needs.
- Prepared comprehensive regular and ad-hoc reporting and analysis, including stakeholder-specific reports to inform decision-making processes.
- Built financial models and conducted ROI analyses on programs, pricing structures, and new initiatives while evaluating organizational financial data to guide strategic planning efforts.
- Provided advanced consultations for projects involving data collection, reporting, regulatory compliance documentation, and clinical quality improvement initiatives.

Key Projects

Private Cloud Build Up and Transition from Legacy Data center to Virtualized Environment

- Project Plan - 2000 Lines
- Budget - \$3.2M
- Duration - 9 months
- Team size - 12

Wifi feasibility survey, design, implementation and deployment to cover over 486,000sqft on indoor and outdoor space

- Project Plan - 900 lines
- Budget- \$750,000
- Duration - 8 months
- Team size - 8

Annual Network Refresh

- Project Plan- 700 Lines
- Budget - \$500,000
- Duration - 4 months
- Team size - 6

Education

Liberty University
MBA in Strategic Management

Federal University of Technology, Nigeria
Bachelor of Science in Estate Management

Skills

Agile	Cross-functional Team Collaboration
Power BI	Time Management

Qualifications

Skills : Critical Thinking, Effective Communication skills, Strong leadership skills, Excellent decision maker, Team Player, Cost Management, Negotiating, Analytical thinking, Strategy, Business ExecutionFinancial Modeling,UAT (User Acceptance Testing),Resource Management,Budgeting and Cost Management,Contract Management,Stakeholder Management ,Conflict Resolution ,Scheduling and Time Management , Scope Management ,Quality Management,Earned Value Management (EVM) , Risk Mitigation ,Negotiation,Project Documentation ,Team Building and Leadership ,Vendor Management ,Project Portfolio Management (PPM) ,Agile Methodology , Project Communication Management ,Business Process Improvement Project Closure and Evaluation, Decision-Making and Problem-Solving ,Workflow Optimization ,Critical Path Method (CPM) ,Performance Monitoring and Reporting Change, Cross- functional team collaboration

Technical Skills : SQL, Tableau, Power BI, ERP, Microsoft Office Suite - Advanced Excel (Macros,and Pivots), JIRA, MS Access, PowerPoint, Word, MS Project.

Core Competencies: Strong Sense of Ownership, Attention to Detail, Process improvement, Active listening, Problem-solving, Agile, Waterfall, Accountability, Big Picture Thinking.

Certifications

- Project Management Professional (PMP) | Project Management Institute (PMI)