

# Olawunmi Ali-Balogun

PROJECT COORDINATOR - Agile Project Management, Data Analysis, Digital Transformation

✉ [wunmi.alibalogun@gmail.com](mailto:wunmi.alibalogun@gmail.com)

☎ +1 (226) 961-9690

📍 Ontario

in [LinkedIn](#)

## Skills

---

- **Project Management Tools:** MS Project, Jira, Monday.com for scheduling, tracking, reporting tasks.
- **Agile Methodologies:** Scrum framework, sprint planning, backlog prioritization, iterative delivery process.
- **Risk Management:** Resource allocation, risk mitigation strategies, cost tracking, financial compliance.
- **ERP Software:** Implementing Odoo ERP modules, optimizing business workflows, ensuring system efficiency.
- **Document Management:** Centralized documentation systems, version control processes, ensuring quality.

## Work Experience

---

### Project Coordinator

Sep 2022 – Oct 2023

*MagnaPro Consulting, Ontario*

- Directed 10+ web-based projects, achieving 95% on-time delivery by optimizing workflows, allocating resources, and collaborating with cross-functional teams to meet deadlines and enhance client satisfaction.
- Implemented Jira, Monday.com, and MS Project to track progress and manage tasks, reducing delays by 20%, maintaining 100% milestone adherence, and generating progress reports to ensure timely project delivery.
- Integrated 15+ client-requested changes seamlessly into ongoing projects by assessing risks, sequencing tasks, and minimizing disruptions, ensuring smooth execution and maintaining 98% alignment with project schedules.
- Delivered 5 inventory websites and 3 mobile tracking apps, increasing operational efficiency by 30% through improved workflows, enhanced functionality, and features tailored to meet diverse user needs across industries.
- Facilitated 50+ sprints as Scrum Master, improving collaboration and boosting team productivity by 25%, while ensuring projects adhered to Agile methodologies and maintained continuous delivery of iterative solutions.

### IT Project Coordinator

Jan 2022 – Aug 2022

*erp SFTapp, Nigeria*

- Delivered Odoo ERP projects for 10+ clients, deploying HR and Sales modules improving workflows, increased efficiency by 35%, while reducing errors by 50% using innovative automation techniques across departments.
- Produced 15 detailed weekly reports for executives, improving project transparency by 40% and providing insights through tailored data visualizations, which drove strategic decision-making and improved resource allocation.
- Centralized 100+ documents using Google Drive, creating standardized templates and workflows that reduced documentation errors by 50%, enhanced accessibility, and cross-functional collaboration across 10+ teams.
- Conducted 8 requirement-gathering sessions, reducing kickoff delays by 15%, ensuring all deliverables aligned with client needs, and improving project success rates by establishing clear expectations and a well-defined scope.
- Resolved 20+ client issues, maintaining quality standards and boosting satisfaction scores by 20% through effective troubleshooting, timely solution delivery, and communication with stakeholders to address concerns.

### Project Administrator

May 2020 – Jan 2021

*Gidimobile, Nigeria*

- Monitored schedules and milestones for 10+ projects, ensuring 90% on-time task completion by streamlining workflows, optimizing resource allocation, improving collaboration, and planning to meet deadlines.
- Mitigated project risks by developing contingency plans, reducing disruptions by 25%, ensuring seamless progress, enhancing team readiness, and fostering resilience to address challenges and maintain steady project momentum.
- Digitized templates, reducing document errors by 40%, improving compliance with quality standards, streamlining workflows, and enhancing document control processes to enable collaboration between project teams.
- Upgraded the company's flagship learning platform with interactive features, streamlined navigation, and user-centric design, boosting engagement by 30% and creating accessible, and enjoyable experience for all users.
- Analyzed feedback from 100+ users, identifying improvement areas to enhance app performance, implementing updates aligned with customer needs, and increasing satisfaction, and usability for a superior user experience.

## Education

---

### Master's Degree in Economics

Sep 2023 – Apr 2024

*University of Windsor, Ontario*

### Bachelor's Degree in Economics

Apr 2017 – Dec 2021

*Obafemi Awolowo University, Nigeria*

## Certifications

---

- **Professional Scrum Master 1 (PSM 1)**