

ARINOLA OYINLOYE

PROJECT MANAGER | Portfolio: <https://arinola.com.ng/index.html>
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PROFESSIONAL SUMMARY

Results-driven IT Project Manager with 4+ years of experience leading cross-functional teams and delivering technology-driven solutions across healthcare, corporate, and non-profit sectors. Skilled in Agile and Waterfall methodologies, stakeholder engagement, and process improvement. Adept at translating business requirements into actionable deliverables, optimizing workflows, and managing full project lifecycles from initiation through deployment. Known for clear communication and structured problem-solving that foster clarity, alignment, and accountability. Passionate about leveraging technology and data-driven strategies to enhance operational efficiency, service delivery, and user experience.

SKILLS

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| • Change Leadership | • Scrum & Agile Leadership | • Project Scheduling & Timeline Management |
| • Leadership, Program & Project Management | • Backlog Grooming / Refinement | • Cross-Functional Collaboration |
| • Strategic Planning & Execution | • Agile Metrics Tracking (Velocity, Throughput, Cycle Time) | • Technical Partner Coordination |
| • Remote Team Coordination | • Agile & Waterfall Project Management | • Documentation & Reporting |
| • Budget & Risk Management | • Requirements Gathering | • Workflow & Process Automation |
| • Stakeholder Engagement | • Software Implementation & Integration | • Strategic Communication |

TOOLS: Jira | Confluence | Notion | Asana | Trello | Slack | Microsoft 365 | Google Workspace | Zoom | Teams | Canva

KEY ACHIEVEMENTS

- Delivered **25+ projects** across technology, health, and events with consistent on-time and within-scope performance.
- Improved **team efficiency by 30–40% through Agile transformation** and workflow optimization.
- Coordinated **250+ staff for high-profile international** events, including the Afreximbank AGM.
- Recognized for **excellence in project** coordination, stakeholder communication, and digital process optimization.

WORK HISTORY

IT Project Manager

July 2025 – Present

STANIX CONSULT (Remote)

- Directed the end-to-end development of MentorOS, a cloud-based **SaaS** mentorship platform, through **Agile and Scrum methodologies**, delivering the MVP on schedule and achieving a 95% sprint completion rate.
- Managed a **cross-functional remote team of 15+** professionals across **5 time zones**, improving sprint visibility and workflow efficiency by 40% through **Jira**, Confluence, and Notion.
- Facilitated **backlog refinement**, sprint planning, and stakeholder syncs, **reducing delivery delays by 30%** and strengthening alignment between technical and non-technical teams.
- Produced **weekly status reports** and risk dashboards, enhancing stakeholder visibility and data-driven decision-making accuracy by 25%.
- Led Agile retrospectives that **improved sprint velocity by 15% and reduced rework incidents by 35%** across multiple cycles.
- Coordinated the virtual **product launch** of MentorOS on YouTube, ensuring 100% uptime and seamless cross-department collaboration.

Product: <https://mentoros.stanixconsult.com>

Project Assistant

January 2025 – Present

OAKEN EVENTS

- Implemented a **digital RSVP system, resulting in a 30% improvement** in guest check-in efficiency.
- Utilized **Google Workspace tools** to streamline communication, document sharing, and scheduling processes.
- Coordinated regular planning meetings with clients, **aligning project timelines** and expectations with event objectives.
- Increased guest satisfaction ratings by 25%, based on survey responses focused on the check-in and arrival experience.
- Managed the end-to-end guest registration process, ensuring smooth and professional entry experiences for all attendees.
- Collaborated closely with **technical teams to test and deploy the RSVP system, achieving 100% readiness** before launch.
- Oversaw operations, ensuring registration teams were fully briefed, and guests were checked in promptly and accurately.
- Delivered **8+ large-scale events on schedule and within scope**, directly contributing to a **20% increase in repeat client** bookings within a six-month period.

Virtual Project Coordinator

July 2024 – December 2024

HERTIDE NGO (Remote US-Based Client)

- Facilitated seamless internal collaboration, enhancing document sharing and centralized communication.
- Scheduled and prioritized meetings, ensuring **alignment with program goals** and optimizing leadership availability.
- Led virtual brainstorming sessions to guide creative direction and ensured content consistency across all platforms.
- Implemented strategic content calendars using **Trello and Slack for efficient team communication and task tracking**.
- Managed social media content, resulting in a **45% increase in online engagement** over a three-month campaign period.
- Coordinated remote program activities across multiple teams, improving response times and project turnaround by 30%.
- Oversaw audience engagement and adapted strategy accordingly, contributing to a **20% growth in community interaction**.
- Drafted **clear and measurable project objectives**, creating foundational frameworks for mental health awareness initiatives.

Project & Service Assistant

June 2024 – December 2024

EMC NIGERIA- DAIKIN OFFICIAL DISTRIBUTOR

- Collaborated with vendors to streamline procurement processes and improve lead times.
- Managed detailed project schedules for service delivery, ensuring all major milestones were completed on time.
- Led procurement optimization efforts, achieving a **10% reduction in material costs through vendor negotiations**.
- Identified and resolved inventory shortages, strengthening resource management and minimizing delays in timelines.
- Implemented inventory controls that reduced waste, contributing to a **5% savings in project material budgets**.
- Facilitated stakeholder engagement through timely updates, **managing contracts**, and issuing accurate quotations.
- Built a centralized filing systems that improved accessibility and overall knowledge management across departments.
- Developed and enforced material tracking, resulting in a **15% total project savings through tighter cost controls**.

Assistant Project Manager

January 2022 – December 2023

LANEX EVENT COMPANY, Abuja, FCT

- Managed **project budgets** and logistics to deliver events within approved limits, achieving **100% client satisfaction**.
- Improved event delivery efficiency by 20% through streamlined logistical planning and vendor oversight.
- Led vendor negotiations and managed logistics to secure timely deliverables, reducing vendor-related risks.
- Coordinated all event logistics, including vendor scheduling and service delivery, to ensure seamless execution.
- Implemented **structured change management processes** and improving adaptability to last-minute changes.
- Facilitated stakeholder coordination, ensuring consistent communication and alignment throughout the event planning cycle resolving conflicts promptly to mitigate delays

VOLUNTEER EXPERIENCE

Volunteer Project Coordinator

February 2024 – June 2024

MEDIA FOR SUSTAINABLE DEVELOPMENT GOALS (Remote NGO)

- Prepared progress reports and presentations for internal and external stakeholders.
- Supported **grant tracking and compliance** documentation in line with NGO standards.
- Maintained accurate and up-to-date project records, improving reporting accuracy by 25%.
- Coordinated daily hub operations to support smooth project delivery and efficient resource use.
- Developed and implemented internal workflow systems, **reducing administrative delays by 15%**.
- Strengthened communication strategies across the team, improving collaboration and accountability.
- Earned **“Volunteer of the Month”** recognition as the first-ever recipient for exceeding coordination benchmarks and enhancing project efficiency.

EDUCATION

University of Ilorin - Ilorin, Kwara State, Nigeria.

Bachelor of Science: Zoology October 2019

CERTIFICATIONS AND TRAININGS

- Project Management Professional (**Project Management Institute**) December 2024
- Project Management in Healthcare – LinkedIn Learning August 2023
- Gen AI for Project Managers – **PMI** (Ongoing): Applying AI-driven insights to enhance project delivery
- McKinsey Forward Program (Ongoing): Strengthening leadership, digital thinking, and agile problem-solving