**Modupe .O. Asama**

**Email: asamamodupe@gmail.com**

 **C: 443-854-0611**

Motivated and results-oriented professional transitioning into Information Technology Project Management, with a strong foundation in program coordination and stakeholder engagement. Backed by over seven years of experience leading multidisciplinary projects, facilitating cross-sector collaboration, and streamlining workflows to meet performance targets. Currently pursuing a Master’s in Information Technology Management, with hands-on experience using Microsoft Project and Excel for scheduling, budgeting, and reporting. Passionate about leveraging IT to enhance operational efficiency, data-driven decision-making, and team productivity.

**PROFESSIONAL EXPERIENCE**

**DO RIGTH AWARENESS INITIATIVE, LAGOS, NIGERIA DECEMBER 2023 – JUNE 2024**

**PROGRAM COORDINATOR**

* Coordinated digital and field-based projects, ensuring timely delivery of key deliverables.
* Created and managed project work plans using Excel and Microsoft Project.
* Facilitated collaboration between departments and external partners.

**WOMEN ADVOCATES RESEARCH & DOC. , LAGOS, NIGERIA JANUARY 2022 – MAY 2023**

**SENIOR PROGRAM OFFICER**

* Led monitoring and evaluation efforts; created monthly performance dashboards.
* Worked with technical consultants and supervised digital reporting systems.
* Contributed to program digitization and knowledge management initiatives.
* Establish working relationships with key business partners across all lines of business
* Provide support and guidance to the bank’s operational areas and assist with the implementation of different programs
* Assist with special projects and data gathering for monitoring and evaluation purposes.
* Work in a team-oriented and collaborative environment to ensure overall department goals and deadlines are met.

**ACCESS TO LEARNING & SCHOOL INITIATIVE, LAGOS, NIGERIA JUNE 2019 – DECEMBER 2021**

**Gender and Social Inclusion Lead**

* Used technology tools to streamline gender analysis and reporting.
* Designed and implemented data collection templates for volunteers.

**EDUCATION**

Cumberland University, Tennessee, USA 2024 – 2026

**MSc. Information Technology Management** *(In View)*

Yaba College of Technology, Lagos State, Nigeria 2013 – 2016

**Higher National Diploma in Urban & Regional Planning**

Yaba College of Technology, Lagos State, Nigeria 2007 – 2011

**National Diploma in Urban & Regional Planning**

**CERTIFICATION**

 Comprehensive Project Management Professional Training (PMP Prep)

 Basics of Public-Private Partnerships

##  SKILLS/TOOLS:

* IT Project Coordination & Lifecycle Management
* Budget Forecasting & Reporting
* Stakeholder & Vendor Communication
* Agile Methodologies (Scrum Basics)
* Team Collaboration Tools (Slack, Trello, Asana – basic)
* Research, Documentation & Presentation
* Critical Thinking & Analytical Skills
* Google search, MS Office 365 (Word, PowerPoint, Project, Excel, Outlook, Slack).