



Mary Oduor

Project Manager

Reach out

About Me

I am a results-oriented Project Manager with 3 years of experience delivering technology-driven solutions on time and within budget. I specialize in planning, executing, and optimizing IT projects using tools like ClickUp and Asana. I excel at streamlining workflows, coordinating teams, and ensuring successful project delivery.



Relevant Experience

2024

Project Manager

Techsync Engineering Group

Managed 7+ construction projects, creating budgets, schedules, and allocating resources to meet deadlines.

Led a team in successfully delivering a complex construction project on time and within allocated budget.

Met 95% of project deadlines using ClickUp for schedule management and adjustments.

2024

Startup Project Manager

Freelance

Managed cross-functional teams in a health-focused agency, ensuring projects were delivered efficiently and on time. Oversaw AI-driven projects in a tech startup, focusing on innovation and smooth execution. Planned and coordinated projects, supported team collaboration, and used agile methods to achieve great results. Streamlined processes and made the best use of resources to meet goals effectively.

2022

IT Project Manager

Westvolt Industries

Spearheaded the planning and execution of 5+ software development projects, defining scope, creating budgets, scheduling timelines, and allocating resources to align with project goals.

Achieved a 90% on-time delivery rate by managing schedules with tools like Asana and ClickUp, monitoring progress, mitigating risks, and making proactive adjustments.

Led agile teams of 20+, facilitating stand-ups, sprint planning, and retrospectives, increasing completion rates by 30% through ClickUp.

Collaborated with stakeholders to ensure clear communication and alignment.

Directed a team of 10+ designers, reducing timelines by 25% and boosting customer satisfaction by 15% with enhanced UI designs.

Excited to bring proven expertise in agile methodologies and project management to future IT projects.

Education, Certification, & Others Works

Bachelor's Degree in Project Management

Jomo Kenyatta University of Agriculture and Technology
2023

Certificate in IT Project Management

Coursera, Skill Up EDTECH
2024
Distiction

Scrum Master Certification

Coursera, Learn Quest.
2024
Distiction

Skills & Proficiencies

Professional Skills

Project Management Tools

Proficient in ClickUp, Asana, Jira, and Trello.

Communication Skills

Effectively communicate with project team and stakeholders.

Agile Methodologies

Expertise in Scrum, Kanban, and sprint planning.

Risk Management

Skilled in identifying, analyzing, and mitigating project risks

Team Leadership

Capable of managing and motivating cross-functional remote teams effectively.

Stakeholder Management

Strong communication and collaboration with clients, executives, and team members.

Languages

Fluent in English

Fluent in Swahili

Conversational in German

Selected Works



AI Voice Doctor Project

2024



Drinking Game Cafe Project

2024



Burger Center Website Launch

2023



**The Caffeine Website Payment
Intergration Project**

2022



**Phone Repair Website AI
intergration Project**

2022



Eve's Clothing Brand Launch

2021



“Mary made managing our project effortless. With clear communication and strong organization, she ensured everything ran smoothly and was delivered on time. A pleasure to work with!”

Winnie

Satisfied Client

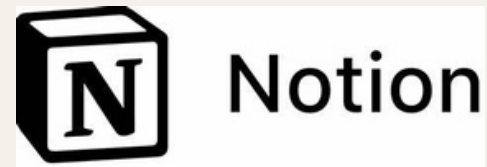
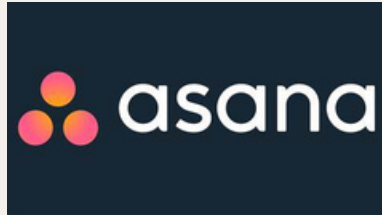


“Mary was a highly effective project manager, keeping everything on track and delivering on time. Her organization, communication, and attention to detail were invaluable. Highly recommended!”

Leo Cruz

Regular Client

Softwares I use



Connect with me

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