



**SIMI  
ADAMS**

Lagos Nigeria

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## PROFESSIONAL SUMMARY

Dedicated Business Operations Manager and effective leader with a strong background applying cutting-edge technology to successfully cut costs, streamline operations, and increase productivity. Assertive and enthusiastic, with extensive knowledge of process optimization and an unsurpassed work ethic. Committed to promoting the highest operational standards and company values. Coordinated project management professional, bringing expertise in delivering quality results on time with skilled oversight of the entire project lifecycle.

## EXPERIENCE

### Digital Echoes | UK

May 2022 - Current

Project Manager(Internship)

- Interacted with clients throughout projects to present updates, incorporate feedback, and redirect concerns.
- Led project planning and development, quality control, and final review to control milestones and deliverables.
- Lead strategic decision-making in situations with limited information and tight time constraints.
- I liaised with the team to define the project scope, timelines, resources, and requirements.
- Created and maintained comprehensive project documentation with job-related software.
- Measured performance with appropriate project management tools and techniques.
- Evaluated data and conducted ROI analyses to measure the success of programs and projects.
- I liaised with project stakeholders concerning project details and deliverables. Among other duties

### AIGGL | Nigeria

August 2021 - Current

Business Operations Manager

- Review operations regularly to identify and capitalize on opportunities to eliminate waste.
- Created and implemented administrative procedures, leading to an efficient and productive environment.
- Managed multiple projects simultaneously without exceeding budgeted costs or allotted time.
- Scouted possible sales targets, arranged preliminary meetings with decision makers, and fostered ongoing customer relationships.
- Implemented best-practices to mitigate potential liabilities.
- Reviewed financial statements and activity reports to measure productivity or goal achievement.

### Expedia Consult | Nigeria

June 2014 - August 2021

Business Development Manager

## SKILLS

- Administration and Leadership
- Management
- Presentation Skills
- Agile and waterfall
- Contract Management
- Methodologies
- Jira
- Scrum Master skills
- Risk management: Tactical
- Strategic Planning
- Budgeting and Forecasting
- Resource allocation
- Change control operations
- Effective Communication
- Client Service
- Operations Management
- Business Development

- Tailored sales plans are tailored to specific markets, customers, and objectives.
- Brought in a high volume of leads per week with proactive networking and cold calling.
- Handled personal portfolio accounts and fine-tuned relationships to maximize revenue.
- Leveraged digital assets to support the commercialization of digital marketing programs and initiatives.
- Improved business negotiation strategies and tactics.
- Developed solid relationships with industry partners, furthering business development objectives through multiple channels.
- Analyzed customer budgets, key competitors, and the overall market to qualify new business opportunities.

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## EDUCATION

**Master - Business Administration**

January 2024

Nexford University, USA

**Advance - Business Administration**

December 2023

Nexford University, USA

**IAPM, Nigeria Branch Certificate Business Analysis**

January 2024

**Branch Certificate in Project Management completed in Scrum Master**

April 2023

International Association of Project Managers (IAPM), Nigeria

**B.Ed - education Management/ Economics**

October 2023

University of Ibadan, Oyo, Nigeria

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## PROFESSIONAL ASSOCIATION

International Association of Project Managers

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## REFERENCE

Available on request