

TAIWO OWOPETU

Project Management Excellence

CONTACT

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AREA OF EXPERTISE

Leadership, Information Technology (IT), Project Management, Business Administration, Operations, Business, Analysis, Strategy, Problem-Solving, Relationship Building, Time Management, Public Speaking, Risk Management, Consulting, Change Management, Teamwork, Budgeting, Decision-Making, Customer Service, Team Leadership, Security, Reporting, Performance Management, Communication, Organizational Design, Architecture, Engineering

SKILLS

Management, Systems Administration, Network Operations, Network Forensic Analysis, Program Management, Strategic Planning, Proposal Development, Project Planning, Risk Mitigation, Process Improvement, Data Analysis, Root Cause Analysis, Presenting, Customer Relationship Management (CRM), Customer Satisfaction, Scheduling, Writing, Information Security, Onboarding, ERP, Software Development Life Cycle (SDLC)

PROFESSIONAL SUMMARY

An innovative and engaging professional with an extensive background in information technology (IT), project management, strategic planning, information management and mentoring. Recognized for strong analytical skills, outstanding communication, continuous improvement, and demand for accountability with an approachable personality.

Known for managing all aspects of systems administration, network operations, database management, ticketing systems, and tech design. Successful at controlling budgets, training and handling any other project management function to accomplish organizational objectives.

PROFESSIONAL EXPERIENCE

INFORMATION TECHNOLOGY PROJECT MANAGER

North Brunswick Township Board of Education / Feb 2011 – Present

- Collaborate with cross-functional teams and leadership in the creation, access and maintenance of software accounts.
- Direct the transition of remote learning to Hybrid learning, which combines the best parts of face-to-face and online learning, to maximize benefits for all quickly and efficiently.
- Championed the transition from Aesop to Frontline Absence Management Program in collaboration with Human Resources department to streamline accounts and provide better security.
- Led and managed the transition to online / remote learning of devices & software for entire staff and student body of 4 elementary, 2 middle and 1 high school within 2 weeks.
- Educate and mentor new and current team members to inspire consistent growth and development.
- Partner with the technology manager in the planning, development and implementation of IT security roadmap including email and wireless security.
- Plan and direct vendors tasks during the execution of summer and ongoing projects approved by the Board to ensure compliance and prompt completion.
- Develop and implement strategic project plans such as scope, cost, schedule, milestones and risk to ensure projects are delivered on time and on budget.
- Manage and track all stages and deliverable items of projects and provide status updates to leadership and stakeholders weekly.
- Partner daily with the project team, leadership and stakeholders as needed to ensure the successful delivery.
- Assess and identify risks and issues to recommend solutions that support organizational goals and initiatives.
- Cultivate trusting relationships with vendors, leadership and stakeholders to enhance workflow and support organizational cost initiatives.

TECHNICAL KNOWLEDGE

Microsoft Office, Word, Excel, Outlook, PowerPoint, Access, Adobe Creative Suite, Photoshop, Oracle, QuickBooks, Social Media, Facebook, Instagram, Twitter, LinkedIn, TikTok, SnapChat, Google Chat, Google Duo, Google Docs, OneDrive, Wix, MS Project WBS, Active Directory, Servers, Aesop, Frontline, Office 3000

Meraki Dashboard, Genesis, Classlink, Clever, Technology Call Center, SherpaDesk, Google Admin

EDUCATION AND CERTIFICATIONS

Masters

Project Management
Keller Graduate School of Management
Online

Masters

Business Administration
Keller Graduate School of Management
Online

Bachelors of Science

Technical Management in Network
Management
DeVry University

Comptia A+

Microsoft Certified Software Engineer
(MCSE)

- Lead a team of 6 IT professionals in the management, maintenance, performance and improvement of all computer, server, network, hardware and software systems to ensure operational efficiency.

CONTRACTOR – HELPDESK SUPPORT AND MIGRATION PROJECT

Bristol Myers Squibb / Oct 2008 – Jun 2009

- Provided over-the-phone and remote support for users with various degrees of computer skills during email migration to resolve issues quickly.
- Managed the new Brunswick location helpdesk in providing IT and network support to all users in a dynamic and fast paced environment.
- Planned and implemented the transferring of all data from one laptop to another overnight for 60-100 computers during the laptop refresh project using GHOST.
- Led the mass re-imaging of laptops to new operating systems while manually fixing those that failed to receive the command.
- Resolved all hardware and software issues on laptops, desktops, printers, and copiers.

CREDIT INVESTIGATOR AND DISCOUNTER

Ford Motor Credit Company / Mar 2004 – Sep 2007

- Evaluated customer credit risk profile including verifying employment and pay rate to determine approval and finalize loan contract.
- Managed, prepared, and presented weekly, monthly, and yearly reports to the team and leadership for status updates.
- Implemented new procedures and system upgrades to ensure continuous efficiency and meet corporate goals.
- Educated and mentored new team members in credit investigation and accounting to ensure accurate comprehension for a smooth onboarding process.
- Partnered with leadership and stakeholders on effective credit risk management processes.
- Identified trends in credit quality, processes and foreseeable risks and provided recommendations that aligned with company initiatives.