



# Ugo Okwara

PRINCE2 CERTIFIED | Project Manager |

Loughton, UK

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## Links

[LinkedIn](#)

## Languages

English (Fluent)

Italian (Native)

## About

PRINCE2 Accredited Foundation(2020); Talented Project Manager with a demonstrated history of working in the Business Sales and Marketing industry. Skilled in Instagram and other social media marketing, Decision-Making and Problem Solving, Sales Negotiation and Influence. Strong Project management and planning skill with a Bachelor's degree in Business management.

### BRANDS WORKED WITH

- Great British Railways Transition Team (GBRTT) Build Team
- Dynamic Resources NHS Active Communications International (ACI Europe)
- Tesco Soundsdafrique/BandoDuParis Primark Stores Limited

## Experience

### ● Project Manager

Great British Railways Transition Team (GBRTT) | Jul 2023 - Now



### ● Project Manager

Build Team | Sep 2022 - Jul 2023

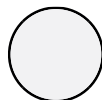
- Collaborate with engineers, architects etc. to determine the specifications of the project
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits and licenses from appropriate authorities
- Hire contractors and other staff and allocate responsibilities
- Supervise the work of laborers, mechanics etc. and give them guidance when needed
- Evaluate progress and prepare detailed reports/certifications
- Ensure adherence to all health and safety standards and report issues



### ● Associate Project Manager

Dynamic Resources | Jul 2021 - Sep 2022

- Understanding client briefs/requirements
- Creating Scope of Works and assign work to third parties
- Preparing quotations and proposals for client
- Negotiating costs with third parties
- Project delivery - scheduling and timelines
- Building and maintaining relationships with clients and third parties
- Maintaining project documentation and in-house online tools
- Managing of live projects and on-site project teams internationally
- Escalating of issues through appropriate channels in timely fashion
- Processing project deliverables/sign off reports



### ● Office Administrator

NHS | Apr 2021 - Jul 2021

- Providing managerial and administrative support at a NHS organisation by managing the day to day function of the administrative and non-clinical services
- Acting as a point of contact for external organisations and individuals understanding the client's business and brand to effectively shape event messaging, agenda and content, both for individual events.
- Ensuring the accurate data input on PAS/CompuCare, the provision of patient case notes and X-Ray accurate filing of all patient correspondence and maintenance of ward admission book
- Managing own workload and act independently within occupational guidelines.

### ● Event Project Manager

Active Communications International (ACI Europe) | Nov 2019 - Mar 2020

- Producing and delivering a portfolio of 8 events per year in the Chemical, Energy, Food & Beverage and Maritime sectors in Europe, North America and Asia
- Using Agile methodology to achieve quality handover within time and cost constraints
- In depth telephone/desk research into target markets, hot topics and key trends topics to impact C-level executives from the world's largest organisations
- Cross-business engagement through working closely with partners, pre-sales and design teams to ensure the right supply chain is available to maximise and overachieve the sales target
- Copywriting for marketing, sales and sponsorship campaigns
- Extensive usage of CRM system such as Gold Vision to input all collected data whilst creating, maintaining and managing an accurate opportunity pipeline
- Liaising and organising the speakers on the actual day of the conference



### ● Customer Service Assistant Manager

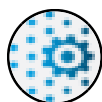
Tesco | Nov 2017 - Nov 2019

- Processed returns and product exchange in compliance with retailer's refund policy
- Provided answers to queries raised over the phone, as well as face-to-face, clearly and concisely in a polite manner.
- Performed audit checks regarding Click and Collect service.
- Appreciated latest marketing launches by Tesco and contributed to spreading promotional offers through direct interaction with clientele (i.e. Farms products, Brand Guarantee and Clubcard Boost)
- Actively engaged in service programmes such as 'Here to Help' to enhance customer shopping experience during seasonal peaks.

### ● Co-Founder/ Business Executive/ Event Project Manager

Soundsdafrique/BandoDuParis | Jul 2017 - Apr 2019

- Responsible for planning, monitoring and controlling numbers of portfolio events and generate a revenue target of £28k annually
- Producing project plans and other key project documentation
- Coordinating stakeholder communications
- Ensuring compliance with Prince2 and Agile processes
- Sales cycle: managed the end-to-end sales cycle and client relationship
- Cold calling and warm calling Stakeholders in the industry (club owners, drink sponsorship and event partnership)
- Extensive use of different social media platforms and other sources to efficiently reach targeted audience



### ● Assistant Retail Sales Manager

Primark Stores Limited | Jan 2015 - Nov 2017

- Advising & serving customers
- Processing payments and managing the tills
- Ensuring stock levels are well maintained
- Promoting store cards or special offers
- Providing customers with information on pricing and product availability
- Handling customer complaints or handing customers on to management

## Education & Training

### 2016 - 2019 ● Newham College of Further Education

Bachelor of Arts - BA,

### 2008 - 2013 ● IPSIA Emilio Cavazza Lgo Brodolini

Diploma di stato italiano,