

# MARY CHINEZE N. ENWEZOR, PMP

Address: Berger, Lagos | Phone: 07067573339

Email: [maryenwezorc@gmail.com](mailto:maryenwezorc@gmail.com) | LinkedIn: [linkedin.com/in/mary-enwezor](https://www.linkedin.com/in/mary-enwezor)

## PROFESSIONAL SUMMARY

Meticulous Quality Analyst who enjoys working in a fast-paced environment with daily challenges. Dynamic problem solver with passion for quality and data analysis. PMP Certified project manager who excels in delivering projects that exceed expectations on time and on budget. Skilled in interpreting and analysing data to drive successful business solutions. Collaborative communicator, continually focused on building client relationships to obtain a comprehensive understanding of data content and to establish detailed business requirements.

Expertise: Quality Assurance, Data Analysis, Internal control, Project Management

## COMPETENCIES

- Quality Assurance
- Project Management Professional Certification (PMP)
- Project Management
- Data Management
- Data Analysis
- Research Data Management
- Microsoft Office (Excel, Word, PowerPoint)
- Google Sheets proficient
- Technical Skills: MS Project, Microsoft Visio, IBM SPSS
- Digital Skills
- Animation creation
- Information graphics
- Agile (Scrum)
- Problem solving
- Customer Service

## EDUCATION

- **Bowen University** – B.Sc. Statistics **2016 - 2020**

## PROFESSIONAL CERTIFICATIONS

- AWS Cloud Practitioner Trained Certificate In view
- Project Management Institute (PMI) – Project Management Professional (PMP®) 2022
- Agile Scrum Master 2022
- Jobberman Soft Skills Training 2021
- Animated Video Creator 2021
- Live Action Video Creator 2021
- Comptia Project+ 2020
- Google Digital Skills for Africa 2019
- Certified Associate in Project Management (CAPM) 2021
- Introduction to Data Analytics 2022
- Python In view

## EMPLOYMENT HISTORY

### **Environmental Intern | Sustainabiliti Limited**

**Mar 2021 – Feb 2022**

- Collaborated with department to achieve result.
- Created an animated video for World Environmental Day.
- Worked on environmental projects with my team.
- Conducted research, gathered information from multiple sources and presented results.
- Identified issues, analysed information and provided solutions to problem.

### **Planning Intern | Lagos State Public Works Corporation (LSPWC)**

**Nov 2020 – Feb 2021**

- Responsible for data entry

- Acted as an assistant planner in creating budgets
- Responsible for managing office documentation
- Collated and filed expenses
- Reminded the executive of important tasks and deadlines
- Typed, compiled and prepared reports

**Credit Control Intern | Seven Up Bottling Company**

**Sept 2020**

- Handled day-to-day running of tasks, ensuring high levels of productivity and progression
- Sorted out invoices and Cheques
- Verified Prices and Discounts for Seven-Up's customers.
- Sorted out files from the Stirling Department.
- Used coordination and planning skills to achieve results according to schedule.

**Achievements**

- Commended for a track-record of 100% accuracy and consistently delivered tasks within critical deadlines
- Develop strategic business plan, identifying market opportunities, which resulted in well-defined business objectives and also strengthened corporate presence
- Built lasting relationships with all my clients and ensured there were systems and resources in place to deal with any of their queries in less than 24 hours

*\*References are available on request\**