

ISRAEL MOSES

P R O J E C T M A N A G E R

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Ibadan, Oyo State, Nigeria

Israelmoses76@gmail.com



PROFESSIONAL SUMMARY:

Highly motivated and results-oriented Project Manager with a background in virtual assistance, content creation, and project supervision across multiple industries. Experienced in managing website development projects, optimizing online platforms, and utilizing diverse tools for content marketing and team coordination. Proven track record of delivering projects on time and within scope.

EXPERIENCE

Project Manager

Betternship Recruiting Agency




- Supervised and managed projects for Jubli Website Editing and Techport Logistics Website Creation from scratch.
- Led the Optimization of Ontario Suite Website, enhancing functionality and performance.
- Coordinated cross-functional teams to ensure successful project delivery.

Executive Assistant

Janed Web Studio

- Managed content writing, book publishing, and digital marketing for US Real Estate Companies.
- Gained expertise with tools such as Craigslist, Zillow, Mailchimp, Trulia, Copy.ai, Jasper.ai.
- Streamlined workflow processes and optimized team productivity.

Contact Information:

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-  LinkedIn: <https://www.linkedin.com/in/israel-moses-10a4401b4?>

EDUCATION

Bachelor's Degree in Project Management Technology

Federal University of Technology, Owerri, Imo State, Nigeria 2015-2020

Human Resources Management

University of Ibadan Consultancy Service Unit
21st march 2022

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- HSE Competence Development Level 1-3
- First Aid/CPR
- Institution of Safety Professional of Nigeria