

EURENICE HOUNDJAH OUE



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<https://www.oftheliving.com/>



https://www.youtube.com/playlist?list=PLybcI0epMr_wH_Zm4oyP2Kx5t_lwXGqUim



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PROFESSIONAL SUMMARY

Highly accomplished Project Manager with a solid foundation in business analysis, data interpretation, and problem resolution. Proven expertise in leading diverse projects, combined with strong communication and interpersonal skills, enables efficient collaboration and project success across various work environments. With multi-industry experience, ranging from higher education to Machine Learning, bringing honed abilities to drive process optimization and spur organizational growth. Versatile and adaptable professional, continuously seeking fresh challenges and growth opportunities, ready to leverage skills to deliver significant value and contribute to project success.

SKILLS

- ADDITIONAL
- Technical Skills:
- MS Word, PowerPoint, Outlook & Excel; Slack, Toggle, Asana, Canva, Grammarly, Bookeo, Square Invoicing, Tableau (beginner)
- Fundraising, Data Analysis, Project Management, Student Affairs, Customer Relationship Management (CRM), Web Content Writing, Event Planning, Business Strategy, Business Planning, Marketing
- Contract Development
- Conflict Management
- Project Management
- Project Estimation and Bidding

EDUCATION

UNIVERSITY OF THE POTOMAC

Washington, DC • 05/2021

Master of Business Administration:
Public Policy

ROOSEVELT UNIVERSITY

WORK HISTORY

SCRAMBLE INDOOR PLAYGROUNG - Project Manager

01/2022 - 04/2023

- Lead and manage cross-functional team of 5, effectively delegating tasks and motivating team members to deliver exceptional service
- Achieved substantial 22% increase in revenue by fostering high-performance culture
- Utilize strong verbal communication skills to facilitate clear and efficient dialogue between all project stakeholders
- Conduct comprehensive research to identify potential partners that align with project objectives and business goals
- Leverage technical writing skills to develop compelling and detailed proposals to secure new opportunities and drive business growth
- Oversee budget planning and control, ensuring optimal utilization of resources and alignment with financial targets
- Proactively address and resolve conflicts between team and clients to maintain harmonious working relationship and ensure project continuity
- Regularly monitor key performance indicators (KPIs) to assess project progress and outcomes, adjusting strategies and plans as necessary to ensure business alignment and successful project completion.
- Maintained open communication by presenting regular updates on project status to customers.

Consulting - Content Strategy & Project Consultant

01/2017 - 01/2023

- Conducted detailed analysis of data and processes to identify

Chicago, IL • 05/2014

Master of Business Administration:
Management

UATM-GASA University
Cotonou, BENIN • 05/2010

Bachelor of Science: Accounting

- opportunities for improvement and growth for diverse client base
- Portfolio encompasses more than 200 clients from various industries, including Fintech, UX/UI, Cryptocurrency, Robotics, Entertainment/Hollywood, Book Publishing, and AI/Machine Learning
- Collaborated with cross-functional teams to assess project outcomes based on KPIs, demonstrate strong leadership by prioritizing future initiatives and ensuring alignment with business goals
- Led production of various forms of content, including website content, blog articles, press releases, flyers, and brochures, that align with clients' business objectives, utilizing advanced technical writing skills
- Effectively managed and motivated project team to foster high productivity and exceed set performance goals
- Utilized comprehensive research skills to continually seek out and evaluate potential opportunities for growth and business expansion.

STUDENT GOVERNMENT ASSOCIATION - Project Manager

01/2020 - 01/2022

- Executed meticulous financial oversight and contributed to success of event planning initiatives by managing funds and ensuring optimal resource allocation
- Utilized exceptional copywriting skills to generate engaging flyers for diverse events and school newspaper, enhancing outreach and marketing strategies
- Developed innovative system for collecting and analyzing student feedback, facilitating data-driven decision making and process improvements
- Collaborated with various stakeholders to establish Student Government Association's (SGA) bylaws and constitution, demonstrating keen ability to manage complex projects and ensure organizational alignment
- Led recruitment and training of 6 new team members, instilling competencies and cultivating high-performing project team.

UNIVERSITY OF THE POTOMAC - Assistant

01/2019 - 01/2020

- Spearheaded development and execution of data-centric student retention program, which resulted in 37% improvement in student engagement
- Initiated innovative system for collecting weekly student feedback, thereby enhancing their active participation in campus activities
- Utilized advanced data analytics skills to create and scrutinize attendance data for over 2,000 students
- Utilized data-driven approach to significantly inform strategic decision-making processes and facilitated enriched student experience.

ACCOMPLISHMENTS

- https://www.oftheliving.com/https://www.youtube.com/playlist?list=PLybcI0epMr_wHZm4oyP2Kx5t_lwXGqUim

LANGUAGES

French



Native or Bilingual