

JOY AREGBESOLA

Project Manager

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Professional Summary

Project Manager with 4 plus years of experience coordinating projects, managing timelines, and tracking deliverables across remote, cross-functional teams. Currently owns delivery of 70 plus client technology projects at Asktopsy, with zero rework on final sign-off for 65 of them. Skilled at turning scattered feedback into a single prioritized plan that developers, designers, QA, and clients can follow, and at communicating clearly with both technical and non-technical stakeholders across time zones. Works daily in Asana, Trello, ClickUp, and Jira.

Professional Experience

Project Manager | Asktopsy | Remote | Oct 2024 – Present

- Manage timelines and deliverables for 70 plus client technology projects across multiple accounts, coordinating developers, designers, QA, and clients from requirements gathering through rollout.
- Achieved zero rework on final sign-off for 60 projects by owning QA and release checks on every deliverable and enforcing documentation and quality standards.
- Cut the time from issue flagged to decision made by up to 80% by redesigning cross-team communication workflows after identifying recurring delivery bottlenecks.
- Run structured status meetings that turn scattered client feedback into one prioritized roadmap, keeping the team aligned and risks flagged early.

Project Manager | Get Urgent2k | Remote | Aug 2025 – Jul 2026

- Achieved 100% on-time resolution and zero items past deadline by tracking every action item and risk across product, engineering, and support teams.
- Prepared executive reports used directly by leadership for go/no-go decisions, with follow-up to 100% closure each month.
- Managed budgets, payments, and vendor relationships end-to-end with zero discrepancies in financial records.
- Cut version-reconciliation time by 70% by consolidating project documentation into a single source of truth through workflow standardization.

Project Manager & Board Coordinator | IDIA Academy Foundation | Remote | Jun 2024 – Present

- Manage day-to-day coordination of a multi-stakeholder scholarship program, keeping records and documentation organized and current.
- Coordinate board and executive meetings end-to-end: scheduling across time zones, agendas, meeting materials, and action-item tracking.
- Keep school partners, sponsors, and external stakeholders updated through timely follow-ups and fast issue resolution.
- Maintain confidential executive files and program records so all materials are accurate and audit-ready.

Project Manager | Solowise Communication | On-site | Jan 2021 – May 2023

- Improved operational workflow efficiency by 70% by leading the migration and installation of a business-critical application across 200+ devices.
- Removed operational bottlenecks by building a feedback intake and root-cause tracking system, and led a cross-functional technical team through incident resolution.
- Published weekly reports that kept stakeholders aligned on trends and root causes.

Core Competencies

- **Hard Skills:** Timeline and milestone management, deliverable tracking, task prioritization, status reporting, roadmap planning, risk, issue, and change management, budget and vendor management, Agile/Scrum, SDLC-aligned QA practices
- **Tools/Software:** Asana, Trello, ClickUp, Jira, Notion-style systems, Slack, Google Workspace; working knowledge of APIs, integrations, and automated workflows
- **Soft Skills:** Stakeholder management, requirements gathering, clear written and verbal communication, expectation management, independent remote work across time zones

Education

Bachelor of Science (B.Sc.) in Mass Communication

Certifications

- Google Project Management Certificate – Google, Feb 2024
- IT Project Management Program – ThePMTribe Academy, Aug 2024
- Product Management – Africa Agility, Jun 2025