

Calveline Wachira, PMP®

Technical Project Manager



calvelinewachira20@gmail.com



+254799250219



Nairobi, KENYA



<https://linkedin.com/in/calveline-wachira-project-manager>



calvelinewachira.com

SUMMARY

PMP® Certified Technical Project Manager, Certified Scrum Master (PSM I), and PMI Member with 6+ years of experience delivering IT projects, ERP implementations, digital transformation, cloud solutions, and AI-driven initiatives across government, NGOs, education, technology, and private sector organizations. Skilled in Agile, Scrum, Hybrid, and Predictive project management, stakeholder engagement, risk management, vendor management, and cross-functional team leadership. Proven track record of delivering projects on time, optimizing business processes, and driving measurable business value.

WORK EXPERIENCE

IT Project Manager

AfroCloud Technologies

September 2024 –
present
NJ, USA (Remote)

- Led **Tender, RFP, and RFQ** management, achieving a **90%+ compliance rate** in proposal submissions.
- Delivered **35+ IT projects** with **95% on-time and on-budget delivery**.
- Managed cross-functional teams across development, QA, product, and business functions, improving delivery efficiency by **20%** through Agile and Scrum practices.
- Drove digital transformation initiatives, improving business process efficiency by **25%**.
- Reduced project risks by **30%** through proactive risk identification, mitigation, and governance.
- Increased stakeholder satisfaction by **20%** through structured communication, executive reporting, and stakeholder engagement.
- Developed project dashboards, KPIs, and executive reports, improving project visibility and decision-making by **25%**.
- Streamlined project workflows and delivery processes, reducing project turnaround time by **20%** while maintaining quality and compliance.

Project & Client Engagement Lead

Genius Business Systems(GBS) Africa

February 2024 –
September 2024
Nairobi, Kenya (On-site)

- Led end-to-end ERP implementation projects across **8+ client organizations**, consistently delivering on time and within budget.
- Facilitated requirements gathering, system demos, and client workshops for multiple stakeholders, ensuring solutions aligned with business needs and compliance standards
- Reduced post-implementation errors by **30%** through structured onboarding, issue tracking, and targeted quality assurance measures.
- Strengthened client relationships, resulting in repeat business and long-term partnerships, contributing to a **20% increase in client retention**.
- Coordinated pre-sales and delivery teams, aligning solution designs with client requirements and project timelines, improving overall project delivery efficiency by **30%**.
- Monitored project performance and risks, implementing mitigation plans that decreased project delays by **25%**.

IT Project & Operations Specialist

Dashkin Supply And Logistics LLC

June 2022 –
February 2024
Alabama, USA (Remote)

- Managed IT system support and infrastructure projects, ensuring **99% system uptime** and alignment with business requirements.
- Designed and implemented process improvements based on recurring issue analysis, reducing downtime by **25%** and increasing operational efficiency across IT operations.

- Led incident resolution workflows, streamlining ticket triage and response, resulting in a **30% faster resolution time** and improving customer satisfaction by **25%**.
- Developed and maintained IT documentation and knowledge management processes, standardizing procedures and enabling smoother team handovers.
- Coordinated cross-functional IT initiatives, aligning projects with organizational goals and timelines, ensuring on-time delivery of IT enhancements.

EDUCATION

Bachelors Of Science In Information Technology(BSC in IT)
Masinde Muliro University Of Science And Technology(MMUST)

2018 – 2022
kakamega, Kenya

Kenya Certificate Of Science Education(K.S.C.E)
Mary Immaculate Girls Sec School

2014 – 2017
Nyeri, Kenya

CERTIFICATIONS

- Project Management Professional(PMP®)
- Professional Scrum Master (PSM 1)
- Google Project Management
- Google People Management Essentials
- Basics of Artificial Intelligence(AI) - UniAthena

SKILLS

Project Management

Lead IT, ERP, and digital transformation projects from initiation to successful delivery.

Project Governance & Reporting

Monitor KPIs, risks, budgets, and project performance through dashboards and status reporting.

Time & Resource Management

Efficiently prioritizes tasks, balance workloads, and ensures project deadlines are met.

Stakeholder & Leadership Management

Manage stakeholders, vendors, and cross-functional teams to achieve project objectives.

Tender & Proposal Management

Tender & Proposal Management

Digital Transformation

Deliver ERP, cloud, and process improvement initiatives that drive operational efficiency.

LANGUAGES

English (Fluent)

Kiswahili (native)

REFERENCES

David.M .Kinyua, *Director*, Dashkin Logistics LLC
mdkinyua@dashkinlogistics.com, +1 205 335 1612

Calvince Otieno, *CEO*, itsfixed communication
itfixedcommunications@gmail.com, +254 717 152 289

Kawira Muchunku, *Lecturer*, Embu University
kawiramuchunku@gmail.com, +254 713277 819