

Jedidiah Okorie

Project Manager

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Career Profile

Client-facing Project Manager with 6+ years owning end-to-end delivery across agency, operations, logistics, and education environments. Proven at leading cross-functional teams, turning strategy into clean execution, and shipping work on time, on scope, and to a high-quality bar across multiple concurrent projects. Builds tight systems in Monday.com, Notion, and Asana that keep status, decisions, and open items current and findable. Strong at managing complexity, surfacing risk early with a path forward, and keeping clients and internal teams aligned on what's happening and what's next. CAPM and Certified ScrumMaster (CSM); PMP in progress. Fluent in Agile, Scrum, and Waterfall.

Professional Experience

Visible Impact | Remote

Program Manager | 05/2026 – Present

- Own day-to-day execution of a strategic B2B marketing program for returning enterprise clients, partnering closely and continuously with the Account Strategist to turn strong strategy into on-time, on-scope delivery.
- Build, maintain, and evolve Monday.com boards, timelines, and task ownership as the program's core delivery system, used daily to track progress, dependencies, scope changes, and risk in one place.
- Translate strategic decisions into clear, actionable plans and coordinate schedules and deliverables across writers, designers, animators, producers, and external contributors, bringing just enough structure to keep creative work flowing without bureaucracy.
- Lead internal and client status updates with crisp follow-ups and clear accountability, so every stakeholder leaves aligned on status, next steps, and ownership.
- Surface tradeoffs and execution risk early, hold the line on scope and quality, and keep the program aligned to strategy across multiple moving pieces.

thePrayerTalk | Chicago, IL

Operations and Project Coordinator | 03/2025 – 03/2026

- Designed and implemented SOPs and Notion-based workflow systems that improved task visibility and reduced project turnaround time by 30%.
- Owned end-to-end delivery of internal projects and external events, managing scheduling, task ownership, and vendor communications to ship work smoothly and to a consistent quality bar.
- Managed recurring operational workflows across Notion, Trello, Asana, ClickUp-style project management systems, and Google Workspace, ensuring task visibility, internal coordination, and consistent follow-through across multiple ongoing priorities.
- Standardized client-facing booking and scheduling with structured checklists and protocols, improving reliability and reducing operational errors by 25%.
- Surfaced risks and tradeoffs to leadership early through tracking and internal summaries, supporting planning and day-to-day decisions.
- Optimized service listings and client intake workflows, driving higher monthly bookings and increased revenue.

Nnanwa Logistics | Remote

Project Coordinator | 04/2021 – 04/2022

- Led 30+ sourcing, budgeting, shipping, marketing, and logistics projects end-to-end, building project plans against the sponsor (CEO)'s objectives and driving execution that saved the company 500K+ in spend.
- Built and maintained SOPs and operational workflows that improved delivery efficiency by 50%.
- Partnered directly with the project sponsor (CEO) to turn ambitious company vision into clear, actionable, executable plans.
- Ran shipping cost-comparisons and implemented an end-to-end shipping protocol, saving 100K+ in shipping costs.

Montessori Schools | Remote

Senior Administrative Coordinator to the CEO | 05/2017 – 04/2021

- Planned and delivered initiatives across staff retention, process improvement, and innovation, driving a 10% drop in staff turnover and a 40% increase in student engagement.
- Translated leadership goals into actionable, trackable plans, keeping the organization aligned and clear on priorities.
- Built an onboarding and retention system that reduced turnover and delivered substantial cost savings.

Montessori Schools | Remote

Senior Administrative Coordinator | 09/2015 – 05/2017

- Planned and executed the school's first annual event for 200+ attendees, delivered successfully on a fixed timeline.
- Tracked project risks via a risk tracker, surfacing key risks to sponsors with mitigation plans.
- Led events that grew parent referrals and drove a 30% boost in enrollment and revenue.
- Led and held accountable a team of four event coordinators, ensuring seamless execution.

Independent & Freelance Projects

Small Chops Start-Up: Founded and scaled a gourmet snack business, netting \$10K in profits in one quarter.

Sheffy's Bites Company Marketing Launch: Lead a marketing launch from start to finish, resulting in massive sales.

Budget Implementation: Implemented costing and budgeting for a new startup, leading to a cost savings of over 50k.

Custom Notion Templates: Built wedding planning, goal tracking, and productivity templates for family and friends to simplify workflows.

Gaming & Arcade Business Plan: Developed a business plan with SOPs and financial projections that attracted investor interest.

Montessori SOP Development: Created SOPs for staff management and onboarding, reducing turnover and improving retention.

Education and Certifications

Project Management Professional (PMP): Professional Certificate (in progress)

Certified Associate in Project Management (CAPM) Certified | *Project Management Institute* | 2023

Scrum Alliance: Certified Scrum Master (CSM) Certified | 2024

Asana Workflow Specialist Certificate | 2025

Technical Proficiency

Project & Task Management: Monday.com • Notion • ClickUp • Trello • Asana

Collaboration & Communication: Slack • Zoom • Google Meet • Google Workspace • Microsoft Office Suite

Content & Creative Tools: Canva • CapCut • Adobe Suite

Admin & Automation: JotForm • Constant Contact • Square • Calendly

Areas of Expertise

End-to-End Project Delivery • Client Relationship Management • Cross-Functional Team Leadership • Stakeholder & Sponsor Alignment • Scope, Timeline & Risk Management • Systems & Workflow Design • SOP Creation & Process Improvement • Status Reporting & Documentation • Agile, Scrum & Waterfall • Problem Solving & Bias to Action