

Miracle Boluwatife Temidayo

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Lagos, Nigeria

PROFESSIONAL SUMMARY

Resourceful and results-driven Business Operator and Project Manager with 3+ years experience leading cross-functional teams, owning high-stakes budgets, and managing complex operational dependencies. Proven ability to develop strategic processes, establish operational rhythms and act as a first line of defense for leadership by screening issues and putting out operational fires on own initiative. Combines an analytical background in English & Literature with hands-on experience in digital product environments to build systems, draft high-stakes documentation, and streamline workflows that allow founders to seamlessly scale business operations.

Core Skills

Cross Functional Team Leadership, Stakeholder and Network Engagement, Conflict Resolution, Direct Report Accountabilities, Budgeting and Financial Control, Vendor and Contractor Management, End-to-End Project Ownership, Agile and Waterfall Frameworks, Jira/Zoho Workspace, Google Workspace, Automated Documentation Tools, Reporting and Data Metrics Tracking.

PROFESSIONAL EXPERIENCE

Operations Lead/ Project Manager - BoltNex Technologies Ltd | October 2025 – March 2026 | London (Remote)

- Spearheaded daily stand-ups, sprint planning and core tracking mechanics to maintain total visibility and ensure cross-departmental accountability.
- Coordinated cross-functional engineering and design teams to drive fast-paced product lifecycles, acting as the primary buffer to deliver critical digital products ahead of schedule.
- Proactively resolved critical alignment bottlenecks between design and engineering via targeted intervention sessions, boosting delivery velocity.
- Functioned as the core interface for product requirement, translating complex needs into explicit, structured and actionable user stories and task frameworks.
- Authored and compiled daily operational reports and progress data for key stakeholders, ensuring absolute clarity and seamless internal communications.

Operations Coordinator & Sales Associate - Fouani Nigeria Limited | June 2024 – August 2025 | Lagos

- Audited performance data to isolate trends, optimize resource placements, and provide actionable infrastructure for promotional campaigns.
- Accountable for onboarding and upskilling new operational associates, implementing performance best practices to elevate standard operating procedures.
- Implemented rigorous consumer feedback systems to distill ground-level insights directly into service and operational improvements.
- Handled external communications and brand representation at localized events, securing net-new client trust and professional networks.

**Client & Inventory Operations Representative - SmartMark LTD | October 2021
– August 2023 | Lagos**

- Partnered deeply with supply chain, marketing and inventory teams to eliminate communication silos and align stock management with real-time demands.
- Managed high-friction external client inquiries and friction points with exceptional poise, ensuring immediate resolution and retention.
- Leveraged robust technical workflow knowledge to drive performance targets, routinely outpacing core monthly metrics.
- Executed in-store campaigns and coordinated cross-departmental rollouts to effectively capitalize on localized growth opportunities.

VOLUNTEERING & LEADERSHIP

Construction Project Operator – Triple1 Enterprises | October 2025 – January 2026 | Ogun

- Owned the full deployment of a ₦20M residential execution budget, managing invoice tracking, expenses and asset allocations.
- Directed day-to-day operations of multi-disciplinary subcontractors, auditing safety frameworks and ensuring strict adherence to project velocity.
- Secured supply chain stability during high-stress periods while maintaining 100% material quality compliance.
- Served as a single point of contact and primary liaison for the principal client, managing communication rhythms to protect alignment on status and timelines.

EDUCATION

University of Benin

Bachelor of Arts in Education (B.A. ED) English and Literature.
2017 – 2021

CERTIFICATIONS

- Google Project Management Certificate — Coursera (In Progress)
- Foundations of Project Management — Google

REFERENCE

Available on Request.