

# Woyengidinipre Ikpaikpai

## Technical Project Coordinator

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### PROFESSIONAL SUMMARY

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Technical Project Coordinator with hands-on experience supporting product and engineering teams in fast-paced startup environments. Specializes in translating design requirements into structured development tasks, maintaining QA documentation, and keeping cross-functional delivery on track. Comfortable working directly with developers and navigating agile workflows. Background in cloud engineering adds practical technical fluency that most coordinators don't have.

### CORE SKILLS

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**Project Coordination:** Sprint planning support, retrospective facilitation, developer follow-ups, stakeholder communication, meeting moderation

**Technical Documentation:** Feature task descriptions, acceptance criteria, QA test case review, meeting notes and decision logs

**Tools:** ClickUp, Figma, Notion, Slack, Google Workspace, Jira, Trello, Asana, Canva, Microsoft Office Suite

**Cloud & DevOps (supplementary):** AWS, Docker, GitHub Actions, Linux, Kubernetes (in progress)

### WORK EXPERIENCE

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#### Technical Project Coordinator | Early-stage B2B SaaS Startup | *Dec 2024 – Present*

Embedded with the product and engineering team to support the Co-Founder across delivery coordination, technical documentation, and QA alignment.

**Tools:** *ClickUp, Figma, Notion, Slack, Google Workspace*

- Translated Figma designs into detailed task descriptions and acceptance criteria for engineering features including sales pipeline creation, client segmentation, and dynamic lead generation forms.
- Reviewed QA test cases weekly and provided structured feedback to ensure features met documented requirements before handoff.
- Moderated sprint planning and retrospective meetings, prepared retro slides, and documented decisions for async team reference.
- Followed up with developers on outstanding tasks, tracked blockers, and escalated where necessary to maintain delivery timelines.
- Conducted bug reporting on staging environment, logging issues with clear reproduction steps and priority notes.
- Supported onboarding of new team members, walking them through workflows, tools, and team conventions.
- Acted as communication bridge between the Co-Founder and the engineering team, relaying updates and clarifications promptly.

#### Virtual Assistant (Freelance) | Independent Clients | *Jun 2024 – Nov 2024*

Provided administrative support to independent professionals on a short-term basis.

**Tools:** *Google Workspace, Microsoft Office Suite, Canva*

- Managed email correspondence, scheduling, and document formatting for client operations.
- Conducted research and prepared structured summaries to support client decision-making.

### EDUCATION

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**BSc Biochemistry** | *Niger Delta University* | 2026

### CERTIFICATIONS & TRAINING

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[ALX – Virtual Assistant Course, Honours](#)

[AltSchool Africa – Cloud Engineering \(completed\)](#)

[Code First Girls – Introduction to Web Development \(2022\)](#)

She Code Africa – DevOps Bootcamp (ongoing)

Andela – KCNA Certification Programme (ongoing)