

OMOBOLANLE (BOLA) ADENIRAN



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PROFILE

An exceptional Senior IT Specialist with extensive experience in **project management across diverse IT environments**. Skilled in delivering **innovative technology solutions** and enhancing user experiences through **effective collaboration with stakeholders**. Passionate about leveraging technology to **drive meaningful change**, empower users, and support purpose-driven initiatives. Committed to **continuous learning and professional growth**, demonstrating a consistent dedication to excellence and impactful results in the IT field.

CORE SKILLS

SKILLSET

Project Management | Cross Organizational | Vendor and Customer Management | Project Coordination | Teamwork | Process Improvement | Project Planning | Execution | Project Scheduling | Verbal & Written Communication | Project/Phase Closure | Analytical Thinking | Scope & Cost Management | Change Management | Resource & Procurement Management | Requirement Management | Presentation Skills | Documentation | Critical Thinking | Reporting | Active Listener | ITIL | Quality Management | Time Management | Troubleshooting | Multitasker | Problem Solving | Adaptability | Risk Management | Team Leadership | Policies Compliant | Interpersonal & Team Skills | Data Analysis | SQL/RDBMS | Servant Leadership | Emotional Intelligent | Stakeholder Management | Performance Measurement | Sprint Ceremonies/Artifacts

Microsoft: Office (Access, Excel, Word, PowerPoint, Outlook) OneDrive, MS Project | Active Directory | Agile (Adaptive) | Waterfall (Predictive) | AWS | Azure | Azure Storage | IT Safe | CMDB | Confluence | Creston/Logitech | DNS | Dreamweaver | Eagle | Gantt Chart | Teams/Zoom | Google Meet/Forms | HTML/DHTML | Hybrid | ITSM/CRM | JavaScript | JIRA | Kanban | LogMeln/GoToMyPC | MacOS | Power BI | Manual & Automatic Testing | Peachtree | QTP | Scrum | SDLC | ServiceNow | SharePoint | SQL SERVER | Switches | Windows Server | VMware vSphere

PROFESSIONAL EXPERIENCE

Johnson & Johnson Senior IT Specialist (Projects) New York, NY 02/2022 – 03/2024 & Nov. 2024- Jan. 2025

- Delivered advanced technical project support for 500+ distributed desktops/laptops across multiple business units, ensuring minimal downtime and high end-user satisfaction
- Developed and executed project plans with detailed resource/cost tracking, test plans, and monitoring activities, improving project delivery timelines by 20%
- Oversaw the integration and installation of LAN/wireless network infrastructure, increasing system availability by 30%
- Collected, analyzed, and managed IT requirements across 5+ departments, aligning technical solutions with business objectives
- Partnered with stakeholders and project teams to maintain a structured communication cadence, reducing misalignment issues by 25%
- Collaborated with IT managers to plan scope, allocate resources, and create schedules, delivering projects consistently on time and within budget. Managed IT inventories and ensured 100% compliance with project closure policies
- Ensured governance compliance with RACI, traceability matrices, and change reviews, improving audit readiness and accountability
- Applied root cause analysis to resolve complex OS, application, and hardware migration issues, reducing repeat incidents by 40%
- Facilitated retrospective sessions to document lessons learned, driving continuous improvements for future ITS projects
- Maintained strong knowledge of data center operations; conducted regular audits and inspections covering 200+ hardware/software assets
- Acted as a technical liaison for stakeholders, IT partners, and user groups, successfully supporting multiple system migrations and implementations
- Managed project lifecycle (procurement, refresh, and decommissioning) of IT assets, reducing redundant equipment costs by 15%

NJDHS/NJDOH-(GPPH) - IT Specialist (Projects) Morris Plains, NJ 08/2013-01/2015 & 03/2019– 01/2021

- Facilitated and collaborated with project team to initiate, plan, execute, monitor operating systems, apps, printer and server migrations, ensuring HIPAA compliance and minimizing downtime
- Managed and updated domain-based policies and AD accounts, creating and assigning groups to accounts and hardware as per policy
- Coordinated and managed Ricoh printer V2/V3, firmware and hardware migrations, enhancing efficiency
- Managed and conducted Windows apps server projects: migrations of apps from Windows Server 2012 to 2019, ensuring zero downtime, no data loss and maintaining network connectivity
- Performed risk assessment on apps in apps server migration, initiating risk respond plan: Mitigating/avoiding issues in servers/VMware
- Gathered user stories for projects, facilitating meetings for effective planning, execution and monitoring
- Communicated effectively with senior stakeholders to align project objectives with business goals
- Worked closely with clients to understand their business/department requirements and provide informed recommendations for technology solutions
- Participated in the design, development, and implementation of technology solutions tailored to client needs
- Collaborated with cross-functional teams to ensure project deliverables are completed on time and within budget

Baruch College, Office of Student Life - Administrative Associate New York, NY 10/2006 – 05/2009

- Documented prospective employees job applications according to the rules and regulations of department

- Scheduled interview appointment between prospective employees and the designee supervisor
- Registered, modified and, updated student's record in the commencement database
- Prepared, documented, and updated data and written letters using Microsoft Word and Excel for proper format
- Assisted students with questions relating to academics and school information
- Supervised and trained new employees to effectively perform duties accordingly
- Utilized the ability to work independently to manage multiple Clerical duties such as filing, photocopying, faxing, scanning

Baruch College, Computing & Technology Center- IT Support New York, NY 08/2007 – 12/2008

- Acted as the liaison personnel between the IT Department and many students' needs and technology solutions
- Set Up Microsoft email accounts, troubleshoot email and PC issues and updated software applications
- Performed regular antivirus update on computers to avoid virus invasion and Installed software applications on servers and desktops
- Responded to IT issues; hardware maintenance, software and networking and Counseled students with regard to email, IBM, HP and Mac computer questions

Intercontinental Bank PLC Bank- Teller/Software Apps Management (Executive Sec.) Ibadan Nigeria Sept. 2004 – Jan. 2006

- Maintained **99%+ data accuracy** by performing regular data updates and system checks in banking platforms
- Resolved **100+ monthly data entry/system issues**, reducing processing errors by **35%**
- Designed **custom software solutions e.g. spreadsheets/docs**, reducing manual processing time by **30%**
- Conducted **requirements analysis** with stakeholders to optimize system flows, data usage, and work processes
- Tested software systems, cutting post-deployment issues by **25%**
- Authored **clear technical documentation** (Docs, flowcharts, diagrams, and policy code standards) to support knowledge transfer and onboarding

RealTime Cybercafe- IT Project Manager/Support Ibadan, Nigeria Oct. 2002-2003

- Effectively managed client and stakeholder (VP/Director) communications, promptly addressing incidents and change requests to maintain high satisfaction levels
- Partnered with customers and cross-functional teams to define project scope, objectives, and deliverables aligned with business needs
- Developed and maintained project plans, schedules, and budgets, ensuring cost efficiency and timely delivery
- Proactively identified risks and implemented response strategies, reducing project delays and cost overruns
- Applied industry best practices and standards across all phases of project execution, ensuring consistency and quality
- Monitored project progress and adapted plans as needed to meet changing requirements
- Conducted performance measurement and analysis to identify opportunities for process improvement
- Forecasted and managed resources to meet project objectives, optimizing team productivity and reducing bottlenecks

EDUCATION

City University of New York, Baruch College - New York, NY

Major: CIS (BBA) - Computer Information Systems in Business

Administration (CIS) | Minor: English Jun 2011

Project Management Institute (PMI)

PMI-PMP Certified #4191042 Sept. 2025

Avtech Institute of Technology - South Plainfield

Project Management Professional (PMP) Certification | May 2025

Microsoft Azure Fundamentals (AZ-900) | Oct. 2024

Microsoft Azure Administrator Associate (AZ-104) | Jan. 2025

Udemy - SuperDataScience Team

Executive Briefing: Artificial Intelligence (AI) + ChatGPT

Cognizant

Certified Generative AI Associate

Polytechnic Ibadan- Nigeria

Associate (OND)-Computer Mathematics & Statistics | Dec. 2003

ServiceNow

Certified System Administrator (CSA #26521704) | Jan. 2025

Udemy Academy - TIA

PMP Certification | Dec. 2022

ITM Training Inc. - Edison, NJ

Advance Software Testing Certification | Jan. 2016

Aptech Computer Education Worldwide

Certification of Proficiency in Software Management (CPISM) | Aug. 2004

AWARDS & ACTIVITIES

Project Management Institute | Member

04/2025 - Present

ServiceNow | Community Member

07/2024 - Present

Baruch College | Selma Brenner Scholarship For Outstanding Academic Performance

01/2008 - 06/2009

CUNY, Baruch College - (Blood Drive & Relay for Life, Fundraiser) | Volunteer

10/2006 - 10/2009

CUNY, Baruch College - CIS Society | Treasurer

01/2009 - 12/2010

Department of Human Services: GPPH | ITS Volunteer

08/2013 - 01/2015

Department of Veterans Affairs | Medical Administrative Support (Volunteer)

07/2013 - 12/2013