

SERA RAISULU

PROJECT COORDINATOR (IBM)
IOM FIJI



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PROFILE

I am a qualified and professional project coordinator, with 9 years professional experience. Strong background in supporting technical & digital projects as well as communications projects. I consider myself a lifelong student and wish to develop my current skills sets further or develop new ones as well.

SKILLS

- Project Lifecycle Management
- Strategic Planning & Analysis
- Excellent Report Writing
- Strong Budget Management
- Strong Documentation
- Working Technical Background in IT related projects (Web applications & ERP solutions)
- PM Tools
- Excellent Communication
- Creativity & Problem Solving
- Great interpersonal skills
- Leadership & Adaptability
- Public Speaking & Collaboration
- Critical Thinking

EXPERIENCE

PROJECT COORDINATOR

IOM Fiji

2020 - Present

- Managed the Immigration & Border Management project in Fiji. The role involved task scheduling, coordination with government counterparts, leading IOM led events, producing reports, facilitating training & meetings, hiring of consultants, budget management & forecasting and performance tracking .
- Supported two smaller additional projects related to migrant inclusion for vaccination in Fiji and Disability Inclusion in Camp Management & Camp Coordination in Fiji.
- Supported building a Strategic Plan for Fiji Office
- Undertook internal training in Project Development and Monitoring & Evaluation.
- Supporting the implementation of a new border management solution for the Fijian Immigration Department

PROJECT COORDINATOR

DXC Technology

2017 - 2019

- Managed ERP/ People Management & Customer Engagement Solutions (Microsoft Dynamics NAV/ SUN Systems/Dynamics 365 Sales & PayGlobal Solutions)
- Managed and worked across 15+ projects

EDUCATION

BACHELOR OF ARTS

University of the South Pacific
April, 2014

- Managed consultants and clients – monitoring work progress against timelines & managing the scope against the financial scope/deliverables of the projects.
- Identified new opportunities from existing projects.
- Applied different project delivery methodologies & communicates with expertise to many layers of depth related to the project with the internal and external delivery teams.
- Worked with Fiji Revenue Customs Organisation, Fiji Public Service Credit Union, Lyndhurst Limited, Fiji Roads, OCOSEC & Telecom Fiji to name a few of the clients

ACCOUNTS EXECUTIVE

Oceanic Communications Ltd

2015 - 2017

- Manage client relationships with an assigned client portfolio.
- Project coordination between teams of graphic designers, videographers and developers.
- Communications Campaign design/strategy & Creative writing/scripting
- Developing & Delivering Sales Pitches
- Digital content development & strategy
- Proposal writing/raising estimates/pricing of campaigns
- Monitoring & Reporting

JUNIOR ONLINE PROJECT MANAGER

Oceanic Communications Ltd

2013 - 2014

- Managed Web Based Applications Projects
- In depth consultation and research to website and web application development. Includes design and infrastructure. Consults on online communication strategy..
- Worked across a team of developers, monitoring their progress and providing regular reports and support to clients.
- Proposal writing/raising quotations and presenting sales pitches for tenders.

VOLUNTARY EXPERIENCE

- Executive Committee Member - Tailevu Rugby Football Union (2021 - 2022)
- Club President - Valkyries Rugby Club (2018 - Present)
- Get Into Rugby PLUS Coach (2019 - 2022)

REFERENCES

Available upon request