

DAWIT FELEKE

Project Manager | Tech Operations & Cross-Functional Delivery

Felekedawit11@icloud.com · +251 970 437 830 · Addis Ababa, Ethiopia

PROFILE

Project manager with 4+ years delivering cross-functional programs across tech operations, education, sports, and media, from concept to close, on time and under pressure. From 2024 to 2026, combined a full-time Project Manager role at Eagle Point AI, leading data operations and internal tooling, with a part-time Project Manager role at Pinnacle AI, managing agency-side delivery for clients including RIDE, beU delivery, and Solar 23, without missing deadlines on either. Also run an education consultancy as founder since 2021, including Future Quest, a scholarship and visa platform now serving 2,000+ students across 30+ countries. Previously led institutional partnerships with NBA Africa and international embassies, plus a multicultural team of 8 across 6 nationalities in Poland with no shared native language. Comfortable owning the full delivery chain: scope, budget, timeline, stakeholder alignment, and last-mile execution. Fluent in Agile and Kanban environments. Native Amharic, C2 English.

EXPERIENCE

Project Manager (Part-Time)

May 2024 – Apr 2026

Pinnacle AI · Development, design & consulting agency · Remote

- ▶ Managed agency-side delivery across three concurrent client engagements, RIDE, beU delivery, and Solar 23, each delivered on schedule.
- ▶ Grew with the team to a peak of 20 members, coordinating cross-functional delivery across design, engineering, and strategy.
- ▶ Balanced this part-time role alongside a full-time Project Manager position at Eagle Point AI; the RIDE engagement was the most demanding stretch, requiring disciplined prioritization to keep both commitments on schedule.

Project Manager

Jan 2024 – Jun 2026

Eagle Point AI · AI training-data & evaluation company

- ▶ Directed dataset collection operations and led intake analysis for new projects from incoming client companies, defining scope and delivery requirements at project kickoff.
- ▶ Managed employee performance against daily achievement quotas across the operations team, driving consistent output.
- ▶ Co-developed “Akillia,” an internal workflow-monitoring tool, contributing to both product design and codebase, then deployed it to track project status and employee performance in real time.
- ▶ Improved daily quota attainment by rolling out Akilla and building a stronger working environment; the team grew to around 40 employees at its peak as day-to-day management became significantly more efficient.

Head of Content & Communications

2023 – 2024

Bana Records · Addis Ababa, Ethiopia

- ▶ Rebuilt the label's content pipeline, introducing Kanban-based workflows and release schedules that eliminated last-minute production chaos and grew international streaming reach.
- ▶ Directed a cross-functional creative team of 3 across concurrent release cycles, setting up quality gates and approval workflows that reduced revision cycles.
- ▶ Owned all content OKRs, including stream targets, release frequency, and audience growth, moving output from ad-hoc drops to a consistent, deadline-driven cadence.

Special Project Manager

2022 – 2023

Carlos Thornten Sports Enrichment Center · Addis Ababa, Ethiopia

- ▶ Negotiated and closed 5 institutional partnerships with schools, embassies, and NBA Africa, securing full program funding and delivering sold-out training camps for 200+ youth athletes.
- ▶ Led cross-functional stakeholder management across all active partners simultaneously, aligning branding, event logistics, and delivery on rolling sprint cycles with zero missed program deadlines.
- ▶ Designed end-to-end programs from proposal writing to last-mile execution, coordinating 200 athletes and 20 coaches per event through structured project tracking in Notion and Trello.
- ▶ Directed all external communications and content production, building the academy into a trusted international youth sports partner in Addis Ababa.

- ▶ Built a profitable education consultancy from zero, placing 100+ students across 20+ repeat institutional clients, profitable from year one with zero external investment.
- ▶ Managed end-to-end project delivery across visa processing, application timelines, and pre-departure logistics, handling concurrent active cases within a 3–6 month delivery window per student.
- ▶ Defined and tracked client KPIs, including admission rates, processing timelines, and satisfaction scores, via Google Workspace dashboards to ensure on-time milestone completion.
- ▶ Scaled from solo founder to a team of 7 by implementing Agile-style sprint planning to manage peak intake seasons and eliminate bottlenecks.
- ↳ **Future Quest — Scholarship & Visa Platform (quest-future.com)**
 - ▶ Led development from 2022 through its 2024 launch of a self-service platform helping students remotely find and apply to scholarships, study visas, and work permits.
 - ▶ Now serving 2,000+ students across 30+ countries, with \$4.2M+ in scholarships secured and a 96% visa success rate.

- ▶ Led a cross-cultural team of 8 people from 6 countries through a community health outreach program, planning workshops, coordinating with local clinics, and delivering public health education with no shared native language.
- ▶ Developed backwards-planning and scope-control instincts under real operational pressure that now underpin every project run since.

PROJECTS

- ▶ Designed and deployed a full company website for Frame by Frame, a media production company, as an independent freelance engagement, handling the project end to end from build through launch.
- ▶ Sustained an average of 40–80 visits per month post-launch, with client feedback specifically praising the site's ease of navigation and usability.

SKILLS

Delivery Agile · Kanban · Sprint planning · OKR/KPI tracking · Stakeholder management · Risk mitigation · Data operations

Tools Notion · Trello · Slack · Google Workspace · Dropbox · Microsoft Office · Internal tooling / workflow monitoring systems · Website design & deployment

Languages Amharic (native) · English (C2 proficient)