

Anna Badasian

Project Manager

☎ +491776221620 | ✉ a.g.badasian@gmail.com

📍 Munich, Germany

🔗 <https://www.linkedin.com/in/anna-badasian/>

🔗 <https://www.scrum.org/user/920968>



Summary

Highly organised and detail-oriented professional with around 6 years of experience in the management and execution of international projects. Results-driven team player with knowledge in full-cycle coordination, from initial concept to implementation. Proven track record of success in organising, managing, and executing multiple projects, with a focus on delivering on time and within budget.

Experience

Project Manager and International Projects Coordinator

at Fachhochschule Dortmund, Dortmund

MARCH 2019 — PRESENT

- Successfully managed the international DAAD and Erasmus projects with the European and East European universities, SMEs, and Enterprises (8+ projects): budgeting and controlling, project coordination, hiring processes, equipment purchasing; using agile and waterfall methodologies.
- Developed 10+ DAAD and Erasmus projects' proposals with 80% acceptance rate.
- Coordinated student exchange and staff mobilities processes with Kazakhstan, Palestine, and Ukraine resulting in increased opportunities for international collaboration and knowledge transfer.
- Improved the process flow and simplified the procedures of the applications for the student and staff exchange programmes which resulted in reducing processing time by 30%.
- Successfully coordinated and organised several International Research Conferences and 5 IEEE conferences (260+ participants).
- Directed more than 20 international events (e.g. winter school, Train-the-Trainer week), including finances and participants' coordination.
- Developed the process of the transformation of events from face-to-face to online format, created the concept of the events' web-portals.
- Implemented and customized Jira and Confluence for the local team and international projects: tailored Jira settings to project requirements, defined role-based permissions, and conducted engaging training sessions to ensure seamless adoption and improved collaboration.

Research Assistant for International Projects

at Fachhochschule Dortmund, Dortmund

MAY 2018 — FEBRUARY 2019

- Administered and managed around 3 Ukrainian projects, initiating the consortium formation with Ukrainian partners, leading to their successful integration into the European Consortium with Fachhochschule Dortmund, enabling enhanced cross-cultural collaboration.
- Organised the exchange of master students and staff member of the partner universities from Kazakhstan, Palestine, and Ukraine.
- Led the planning and execution of winter and summer schools, collaborating with cross-functional teams to develop innovative curriculum, resulting in a 25% increase in participant engagement and positive feedback.

Languages

English (proficient)

German (advanced)

Ukrainian (native)

Russian (native)

Soft Skills

- Multi-Project Management
- Scrum and Agile
- Meeting Facilitation skills
- Negotiation skills
- Analytical thinking
- Problem-solving
- Working under Pressure
- Adaptability
- Leadership and Teamwork
- Managing Cross-functional Teams
- Intercultural Communication

Hard Skills

- MS Word, Excel, PowerPoint
- Jira and Confluence
- Understanding of HTML, CSS, JavaScript
- Reporting and Budgeting
- WordPress

References

Carsten Wolff

Fachhochschule Dortmund

carsten.wolff@fh-dortmund.de

Education

European Master in Project Management
at Fachhochschule Dortmund, Dortmund,
Germany
2018 — 2019

Master in Project Management
at Kyiv National University of Construction and
Architecture, Kyiv, Ukraine
2016 — 2018

Bachelor in Management and Administration
at Volodymyr Dahl East Ukrainian National
University, Luhansk, Ukraine
2012 — 2016

Professional Trainings & Certificates

Professional Agile Leadership - Essentials at Scrum.org
2021

Professional Scrum Product Owner™ I (PSPO I) at Scrum.org (certified)
2022

Trainer for Intercultural Qualification in Education at DAAD (certified)
2022

PMP® Certification Training Course
2023

Professional Scrum Master™ I (PSM I) at Scrum.org (certified)
2024

Introduction to Software Engineering at IBM
2024

Projects (main)

Erasmus+ Capacity Building project “ACTEA”:
Administrated and coordinated the work of the project from the side of Fachhochschule Dortmund -
<https://www.actea.net/>

Erasmus+ Knowledge Alliance project “ProDiT”:
Project manager of the project - <https://prodit-alliance.eu/>

Erasmus+ Capacity Building project “WORK4CE”:
Administrator of the project overall and manager of the project from the side of Fachhochschule Dortmund -
<https://work4ce.eu/>

DAAD Supporting the internationalization of Ukrainian universities project “ViMaCs”:
Project Coordinator - <https://go-study-europe.de/vimacs-2/>

2023 IEEE International Conference on Intelligent Data Acquisition and Advanced Computing Systems: Technology and Applications (IEEE IDAACS), Hybrid
2023
Organiser and a Conference Manager - <https://idaacs.net/2023>

2020-2023 IEEE European Technology & Engineering Management Summit (IEEE E-TEMS)
2020 — 2023
Conference Series Manager - <https://etems.digital/>

Train-the-Trainer 2021, Dortmund
2021
Organiser of the event for the international academic staff - <https://go-study-europe.de/2022/03/04/train-the-trainer-week/>

Dortmund International Research Conference 2020, Online
2020
Co-organiser of the conference - <https://irc.go-study-europe.de/home/2020-2/>