Sabrina Gulmatova

Reston, VA | sabrina.gulmatova@gmail.com | (703)376-1212

EXPERIENCE

CYDEO (Cybertek LLC), McLean, Virginia   January 2022 – Present
Lead Project Manager

- Lead and manage the full lifecycle of projects, from initiation to delivery, across both educational initiatives and web application development.
- Collaborate with stakeholders to define project goals, scope, deliverables, timelines, and resources.
- Coordinate with cross-functional teams, including software developers, instructors, designers, and students.
- Mentor and provide leadership to junior project managers, team members, and students.
- Utilize your programming expertise to review code, troubleshoot issues, and ensure that project technical requirements are met.
- Offer technical mentorship to students and development teams, ensuring best practices are followed in both teaching and development.
- Act as the main point of contact for clients, ensuring clear communication of project progress and managing expectations.
- Collaborate with internal teams and external partners to deliver custom web-based applications that meet client specifications.
- Allocate resources effectively and monitor project progress to ensure deadlines and budget constraints are met.
- Identify potential risks and develop mitigation strategies to keep projects on track.
- Continuously improve project workflows, introducing new tools and methodologies to enhance team productivity.
- Ensure the highest quality of web applications and educational materials through regular testing, feedback loops, and quality assurance checks.
- Work closely with instructional teams to develop and refine programming curricula that align with industry trends and student needs.
- Oversee the integration of real-world development projects into the student learning experience.
- Oversee the development and implementation of comprehensive QA and testing strategies to ensure software products are delivered with the highest quality.
- Collaborate with QA engineers and developers to define test plans, execute manual and automated tests, and ensure bug-free releases.
- Review test results, track defects, and facilitate timely resolution of issues to maintain project timelines and deliverables.

4stay Inc., McLean, Virginia   November 2020 – December 2021
Administrative Assistant

- Streamlined daily operations by efficiently scheduling and coordinating meetings, appointments, and procedures to ensure compliance and maximize productivity
- Provided comprehensive administrative support to HR leadership and staff, managing various duties and ensuring smooth operations
- Led employee engagement initiatives and organized company-wide events, in addition to coordinating and planning employee training.
- Processed and verified over 50 new client applications weekly with exceptional attention to detail, ensuring accuracy and completeness of all documentation
- Meticulously reviewed incoming paperwork, routing documents to appropriate departments and maintaining organized filing systems to support efficient record-keeping

- Handled daily bookkeeping tasks, including but not limited to accounts payable and receivable, expense reporting, preparation of financial reports
- Managed and processed company bills and payroll, maintained employee records and benefit administration management
- Developed plans for sourcing appropriate candidates, conducting the interview process, and extending offer to selected candidates while maintaining a low cost per hire

Syntax Technologies, Chantilly, Virginia   August 2019 – October 2020
Administrative Assistant

- Trained and mentored 4 assistants during a period of company expansion, providing on-going coaching for company policies and procedures
- Provided ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects
- Managed and kept customer contact details up to date using CRM systems
- Processed admission and financial documents for local and international students
- Processed tuition and other payments for over 100 students using QuickBooks payment system
- Contributed to continuous improvement initiatives, improving process efficiency to realize cost savings
- Managed recruitment and candidate inquiries throughout all stages of the screening, interviewing, and placement process
- Established and maintained a positive working environment, building strategic partnerships and collaborating with staff members, colleagues, and department leaders

EDUCATION

University of the Potomac, Washington, DC   2024- Present
MS in Geospatial Information Technology

- UOTP International Scholarship Recipient
- Alumni Scholarship Recipient

University of the Potomac, Washington, DC   2023- 2024
MBA with a concentration in Information Technology Management, GPA 4.0/4.0

- UOTP International Scholarship Recipient
- Alumni Scholarship Recipient

University of the Potomac, Washington, DC   2019-2021
MBA with a concentration in Human Resource Management, GPA 4.0/4.0

- Distinguished Diploma recipient with a GPA of 4.0/4.0
- UOTP International Scholarship Recipient
- Eduzone International Scholarship Recipient

Institute of Economy and Trade of Tajik State University of Commerce, Khujand, Tajikistan   2014-2018
Bachelor's in Economics, GPA 3.7/4.0

- Diploma with Honors in Economics

TECHNICAL SKILLS:

- Proficient in Microsoft Office Suite, Google Docs, Slack, Discord, Teams, Slack, Intuit QuickBooks, Paychex Flex, Zoho and Hubspot CRM
- Experienced in Manual Testing, Java, Selenium, Cucumber, JUnit, TestNG, SQL, Rest API, Postman, Jira, Git/GitHub, and Jenkins

SOFT SKILLS:

- Detail Oriented, Punctual, Organized, Initiative, Quick learner, Multitasker, Excellent Communication skills, and Tech-savvy
- Teamwork and collaboration, Recruitment, Onboarding, Time Management, Organizational Skills, and Problem solving

LANGUAGE SKILLS:

- Bilingual in Tajik and Russian
- Proficient in Farsi and English