

HIBA BELAY

1725 Graham Ave, Saint Paul, MN 55116 | +1 (612)-261-6349 | hibaecom905@gmail.com

EDUCATION & CERTIFICATION

- **Bachelor's degree – Software Engineering**

Minneapolis Community and Technical College (Jan 2024 – Present, Dean's List for Fall & Spring 2024-2025 & Phi Theta Kappa Honor Society Member)

- **Diploma – Natural Sciences – Mewedah Highschool – Addis Ababa ET**
- **Google Project Management Certificate – Coursera 2025**

SKILLS

- Project Planning & Scheduling (Asana, Google Workspace, MS Office)
 - Problem Solving & Adaptability
 - Agile, Scrum, OOP, Data Structures and Algorithms
 - Cross-functional Communication
 - Teamwork & Leadership
 - Tech Saavy
 - Time & Resource Management
 - Commitment to always learn
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WORK EXPERIENCE

Caribou | Minneapolis, MN
Assistant Manager Trainee

April 2025 -Present

- Resolved customer complaints with professionalism and efficiency, resulting in a 85% satisfaction rate.
- Oversaw daily operations and a team of 30+ staff in a high-volume retail environment.
- Adapted quickly to changes in workload and staffing, consistently meeting operational goals.
- Coordinated scheduling and managed team schedules for a staff of 30+ employees in a high-volume, fast-paced environment.

Grassroots Real Estate Developers | Minneapolis, MN
Project Manager Intern

April 2024 – April 2025

- Lead end-to-end project execution, managing timelines, deliverables and communication across internal teams.
- Managed 3–7 concurrent projects monthly, coordinating timelines, resources, and vendors for events serving 200+ clients.
- Created and maintained project plans using various Software's, ensuring accountability and deadline alignment.
- Facilitated client meetings and internal check-ins, documented action items and monitored task progress.

Super More Value | Minneapolis, MN
Building and Store Manager

Jan 2024-January 2025

- Managed daily store operations, including cash handling, opening/closing, scheduling employees.
- Oversaw inventory management, placing orders 5x a week, and coordinating with vendors.
- Collecting and recording rent, updating rent roll for tenants, responding to resident and vendor needs, recording and completing work requests for tenants.
- Led and trained a team of 5 sales associates, improving performance and reducing employee turnover.
- Developed and executed sales strategies that boosted sales by 87%.