

# HIBA BELAY

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## 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 – Mewedad 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

## 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%.