PARSA KHAZRAVI

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Driven product manager looking to expand my knowledge in the product management workspace. Passionate about climate change, automobile, music, and fashion-oriented sub-industries. Expansive knowledge about artificial intelligence complemented with product management terminologies and tools. Through my previous experiences, I have acquired the skills of being eager to learn, hard-working, and always challenging myself to learn innovative ideas/approaches.

EDUCATION

The University of California, Irvine (GPA: 3.70)   Graduated: **June 2022**
Major: *Computer Science (Intelligent Systems Specialization)*

WORK EXPERIENCE

Optima Tax Relief, *Product Manager (Full Time),* Costa Mesa (Remote), CA   **August 2022 - Current**
- Worked closely with a wide range of successful and demanding stakeholder personalities to gather business requirements and translate them into clear and concise codable Agile User Stories.
- Communicate, translate, and simplify requirements to ensure buy-ins from all stakeholders.
- Hosted brief and efficient meetings with clear agendas and trained others on our tools, processes, and procedures.
- Wrote and managed tickets utilizing AWS features and solutions such as Lambda, Cognito, Redshift, and Connect.

GreenPath Solutions, *Product Manager (Full Time)*, Irvine (Remote), CA   **January 2022 - August 2022**
- Documented pipelines and created architecture workflow diagrams with different department teams.
- Deployed feature requests for website and Salesforce development using Jira and Confluence software.
- Worked with clients to gather requirements and proposed new technology solutions such as AWS and Salesforce.
- Wrote acceptance criteria and step-by-step QA test procedures in all tickets deployed.
- Usage of 5 Agile ceremonies: Backlog Grooming, Sprint Planning, Daily Standup, Sprint Review, and Retrospectives.

FELLOWSHIPS

Product Association, *Member/Product Manager*, Irvine, CA   **December 2020 - June 2021**
- An active member in UCI's first-ever student-run product incubator & fellowship.
- Part of a small team working on a product that is an original idea, from start to end.
- Allowed for a better understanding of product management, product design, and product marketing roles.
- Worked on product management, and working on prototyping a product idea.
- (productuci.com) (https://www.figma.com/file/sYRF81qZILakVW8wJHOGjo/SYNC?node-id=109%3A61)

SKILLS

- Agile Software Lifecycle (SCRUM)
- Software Development Life Cycle (SDLC) Process
- Software Development Methodologies
- Scrum Master
- Data Collection, Analytics, SQL Manipulation
- Microsoft 365 (Excel & Word)
- Live UAT/Demos for stakeholders
- User Research
- Capturing requirements from stakeholders
- Working with cross-functional teams
- Clear communication skills & planning
- Project Management & Business Development
- Design Thinking & Product-led growth
- Problem-Solving

- **Tools:**
  - Jira & Confluence
  - Figma, Adobe XD, and Vizio
  - Salesforce, Lambda, Cognito, DynamoDB, Connect
- **Programming Languages:**
  - Python, C, C++, HTML/CSS, Bash
- **Data Processing:**
  - Excel, SQL, MySQL
- **Technical Skills:**
  - Pipeline Documentation
  - Flowchart & Use Case Charts
  - A/B Testing
  - Debugging Code