

SHATHA ALTHBITI

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PROFESSIONAL SUMMARY

Methodical IT Project Manager with 3 months of training successfully managing lifecycle projects. Maximizing team productivity through visionary strategy, expert coordination, and diligent delivery.

EDUCATION

[Dec 2018]

Bachelor: Information Technology – IoT | King Saud University | Riyadh

[Jun 2018 - Aug 2018]

IT Project Manager (Trainee) - King Salman Library - Riyadh, Saudi Arabia

- Coordinated and delivered multiple projects.
- Built positive relationships with diverse stakeholders, using expert negotiation and influence to achieve mutually-beneficial outcomes.
- Ensured realistic project processes were prepared and maintained, providing regular stakeholder updates.
- Defined, documented and executed projects precisely, within specified deadlines.
- Provided effective project team leadership, ensuring high levels of motivation with continued professional development.
- Designing & uploading "New Arrival" website - page to view newly arrived books
- Event management & archive program - to manage & archive the library events

[Apr 30 – Jun 22 2023] Total of **200** hours

Mobile and Web Apps Development using Flutter (Developer) – Tuwaiq Academy - Riyadh, Saudi Arabia

- Full Stack Developer, Flutter Framework, Git + GitHub, Building RESTful APIs with shelf.

ACCOMPLISHMENTS

- Attending the exhibition accompanying the meeting with quality assurance & present the graduation project.

CERTIFICATIONS

- Quality Assurance – Ministry of communications & IT [2020]
- IT SKILLS (CIT) – KSU [2019 - 2020]
- (KAIZEN) continuous improvement system – KSU [2019]
- Art of personal planning – KSU [2019]
- Infographics – KSU [2018]
- Research skills in electronic information sources – KSU [2018]
- Academic writing skills in Arabic – KSU [2018]
- Events management – KSU [2018]
- Preparing electronic forms – KSU [2018]
- Cloud storage – KSU [2018]
- Visual notation in recall & learning – KSU [2018]

SKILLS

- | | |
|------------------------------|----------------------------|
| • Team | • JAVA |
| • leadership | • SQL |
| • Lifecycle project delivery | • Photoshop |
| • Risk assessment | • Illustrator |
| • Agile methodologies | • Design and photo editing |
| • Microsoft Office | • Art |
| • HTML/CSS | |
| • PHP | |
| • Writing skills | |

LANGUAGES

- Arabic: Native language
- English: Advanced



HOBBIES

- | | |
|----------------------|-----------------|
| • Designing | • Art Making |
| • Drawing | • Photo Editing |
| • Learning Languages | |
| • Writing | |