

# TAREK MUSTAFA

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## SKILLS

- **Technical Skills:** Python, SQL, Excel, Jira.
- **Management:** Cross-functional team management, project coordination, stakeholder engagement.
- **Analytical:** Data analysis, process improvement, strategic planning, automation, AI.

## WORK EXPERIENCE

### Associate project manager, DIENST TOESLAGEN

Nov 2024 – May 2025

- Optimized project planning by integrating milestones and timelines which led to improved project visibility.
- Improved cross-functional team collaboration by implementing structured meeting protocols with clear action items and accountability measures.
- Proposed and led migration from Excel-based planning to Jira, reducing project coordination time by 25%.

### Project manager / Marketing, FASTTRANSLATOR

Sep 2022 – May 2024

- Increased German website organic traffic by 20% within 6 months through targeted content strategy and SEO optimization.
- Optimized digital marketing campaigns using Google Analytics, resulting in 35% improvement in customer acquisition rates.

### Project manager, TSYS EUROPE

June 2013 – May 2022

- Successfully delivered multiple card-payment related projects and changes, overseeing the entire lifecycle from initiation to deployment and lessons learned.
- Collaborated effectively with cross-functional teams to track progress and guarantee on-time project completion.
- Maintained oversight of project progress and tracked/ managed risks.
- Communicated regular updates/ next steps to stakeholders.

## CERTIFICATES

- AWS Cloud Practitioner
- PRINCE2 Practitioner
- SCRUM Master

## LANGUAGES

- German - Native
- English - Professional
- Dutch - Professional

## EDUCATION

- Media Informatics | Technology Arts Sciences, DE | 2001 - 2005