Adrian Urdar

Date of birth: 20/01/1989 | **Nationality:** Romanian | **Gender** Male | (+40) 732513832 |

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● TECHNICAL SKILLS

Product and project management

- JIRA
- Confluence
- User story mapping
- Product roadmap
- Backlog grooming
- Eliciting requirements
- Spring planning
- Tracking progress
- Estimating (ideal days, story points)
- Devising development workflows

Key technologies and methodologies

- Agile
- Scrum
- PMI/PMBOK
- Jira/ Confluence
- Python
- SQL
- HTML
- CSS
- JS
- Trello
- Airtable
- G Suite
- MS Office

● WORK EXPERIENCE

01/2019 – CURRENT – Remote
PRODUCT MANAGER – APPLY ME, INC.

- Acted as the product manager for ScholarshipApp product of Apply Me, Inc.
- Led a 4-member Agile product team to develop and implement a SaaS service resulting in 171 scholarships ($271,024) offered and 172 clients onboarded (with no ad budget) in the first 12 months
- Handled the User Testing, Onboarding, and Support for all beta users resulting in an optimized roadmap building only features that clients need
- Focused efforts on business development by implementing a 100% continuous deployment process allowing the development team to optimize features
- Written and prioritized over 1,000 User Stories with the technical team aligning with business goals

04/2020 – 02/2021 – Remote
PRODUCT MANAGER – APPLY ME, INC.

- Successfully launched a 501(c)(3) project tied to the EdTech industry on the US market
- Led the technical project for Future Minds Fund product of Apply Me, Inc.
- Managed a 4-member technical team to support a marketing project resulting in 10,000+ scholarship applications submitted, $35,000 donations received in 4 months, and 58,000 monthly users
- Sustained weekly meetings with Marketing Head to discuss goals, updates, and challenges, increasing productivity cross-department by 25%-60%

03/2019 – CURRENT – Remote

FREELANCE – SELF-EMPLOYED

- Reduced costs for 10 small and medium business clients by 10% over the year by automating their workflow with chatbots
- Grew revenue for 3 SMBs (a development start-up and 2 brick and mortar shops) by creating 100% of their Standard Operating Procedures
- Helped a small company in the education industry reach 10,000+ potential clients by setting up its email autoresponder
- Created and designed websites for clients

10/2017 – 04/2020 – Remote
CUSTOMER EXPERIENCE MANAGER – APPLY ME, INC.

- Acted as the customer experience manager for ScholarshipOwl product of Apply Me, Inc.
- Led the support team for servicing over 5.3 million users by creating and automating procedures for the workflow
- Improved customer satisfaction level to 92%+ (previously 80%) by implementing a help-desk system

08/2014 – 08/2017 – Belgrade, Serbia
BUSINESS DEVELOPMENT MANAGER – MARKETING RESEARCH SOLUTIONS SRL

- Contributed to a 21% increase in productivity of the sales team by achieving 166% of the target number of contacts (250 contacts per day)

09/2011 – 08/2014 – Bucharest, Romania
BUSINESS DEVELOPMENT REPRESENTATIVE – MARKETING RESEARCH SOLUTIONS SRL

EDUCATION AND TRAINING

2019
PROJECT MANAGEMENT PROFESSIONAL – Romanian Ministry of Labor and Social Justice

2019
CORPORATE TRAINER – Romanian Ministry of Labor and Social Justice

2008 – 2011 – Brasov, Romania
BACHELOR OF BUSINESS ADMINISTRATION – Faculty of Economic Science, Transylvania University of Brasov

2004 – 2008 – Brasov, Romania
COMPUTER SCIENCE PROGRAMMING AND COMPUTER DRIVING LICENSE – National College of Computer Science

2012
MANAGER IN THE HOSPITALITY INDUSTRY – Romanian Ministry of Tourism

LANGUAGE SKILLS

Mother tongue(s): ROMANIAN

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	A1	A1	A1	A1	A1
SERBIAN	A2	A2	A2	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

MS Office

Microsoft Word | Microsoft Powerpoint | Microsoft Excel

G Suite

Google Drive | Google Docs | Google Spreadsheet | Google Forms

Social Media

Facebook | LinkedIn | Social Media | Twitter | Instagram

Soft-skills

Written and Verbal skills | Good listener and communicator | Organizational and planning skills

Remote work

Skype | Zoom | Internet user

Agile Methodology

Presenting | Analytical skills | Strategic Planning | MySQL | JIRA | Confluence | Product Owner | Airtable | User Stories | Product Roadmap | Backlog Grooming

DRIVING LICENCE

Driving Licence: B