




**Adrian**  
Urdar


**DATE OF BIRTH:**  
20/01/1989

## CONTACT

Nationality: Romanian

Gender: Male

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## WORK EXPERIENCE

**2020 - CURRENT** - Remote

### Project manager

Apply Me, Inc.

- 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%

**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

**2019 - CURRENT** - Remote

### IT consultant

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

**2017 - 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

**2014 - 2017** - Belgrade, Serbia

### Sales 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)

**2011 - 2014** - Bucharest, Romania

- **Sales representative**  
Marketing Research Solutions SRL

## EDUCATION AND TRAINING

- **2020 - 2020**  
**Project manager**  
LinkedIn Learning
- **2020 - 2020**  
**Jr. Flutter Developer**  
The App Brewery
- **2019 - 2020**  
**CS50X - Introduction to Computer Science**  
HarvardX
- **2020 - 2020**  
**CS50B - Computer Science for Business Professionals**  
HarvardX
- **2020 - 2020**  
**CS50W - Web Development with Python and JavaScript**  
HarvardX
- **2019 - 2019**  
**Project management professional**  
Romanian Ministry of Labor and Social Justice
- **2019 - 2019**  
**Corporate trainer**  
Romanian Ministry of Labor and Social Justice
- **2019 - 2020**  
**Responsive Web Design, Javascript Algorithms and Data Structures, Front-End Libraries**  
freeCodeCamp
- **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 - 2012**  
**Manager in the Hospitality Industry**  
Romanian Ministry of Tourism

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Romanian

### English

Listening  
**C2**

Reading  
**C2**

Spoken  
production  
**C2**

Spoken  
interaction  
**C2**

Writing  
**C2**

### French

Listening  
**A1**

Reading  
**A1**

Spoken  
production  
**A1**

Spoken  
interaction  
**A1**

Writing  
**A1**

### Serbian

Listening  
**A2**

Reading  
**A2**

Spoken  
production  
**A2**

Spoken  
interaction  
**A2**

Writing  
**A1**

## 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