PORTFOLIO

BAHAR G.P.

March 2025

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INTRODUCTION

With a fresh experience in project management and organizational leadership, I have honed expertise in managing systems like MinerLink, streamlining workflows, and overseeing student organizations. My roles at Missouri University of Science & Technology and the University of Missouri-Kansas City have showcased my ability to train and mentor teams, develop effective procedures, and enhance engagement through various platforms. I am passionate about collaboration, problem-solving, and delivering streamlined solutions to drive organizational success.

MY SKILLS

- Project Management
- Team Leadership
- Communication & Coordination
- Advising & Mentoring
- Career Development Support
- Training & Development

EXPERIENCES

Student Involvement, Missouri University of S&T

Student Assistant Paraprofessional

Oct. 2024 – Present

- Project Management: Overseeing the administration and continuous improvement of MinerLink, the student involvement platform, ensuring data accuracy, functionality, and user satisfaction
- Process Optimization: Streamlining workflow processes and developing operational procedures to enhance platform efficiency and user experience

English & Technical Communication, Missouri University of S&T

Graduate Teaching Assistant

Aug. 2024 – Present

- Curriculum Development: Assisting in the design and revision of course materials, including syllabi, assignments, and rubrics
- Project Coordination: Managing office hours and tailored instructional support sessions, ensuring students receive targeted guidance on technical writing principles, such as document design, audience analysis, and clarity

Computer Science & Computer Engineering, Missouri University of S&T

Academic Advisor

Aug. 2023 – June 2024

- Program Coordination & Implementation: Managed department scholarship processes and contributed to the development and execution of academic programs to support student success
- Stakeholder Collaboration: Advised current and prospective students on academic progress, course selection, and experiential learning opportunities to enhance career readiness

CERTIFICATIONS & TRAINNG

- Proven Techniques for Technical Communication (Skillsoft)
- Leadership Transitions: Becoming a Frontline Manager (Skillsoft)
- Supporting the Student Experience Through Service Excellence (Skillsoft)
- Our Community, Our Commitment for Student Employees (Skillsoft)
- Servant Leadership (LinkedIn Learning)
- InDesign 2025 Essential Training (LinkedIn Learning)
- Developing Mental Toughness for Leadership (LinkedIn Learning)
- InDesign Quick Tips (LinkedIn Learning)
- User Experience (UX) for Non-Designers (LinkedIn Learning)
- Learning Jira Software (LinkedIn Learning)
- Negotiation (Harvard Business Publishing)
- Stress Management (Harvard Business Publishing)
- Persuading others (Harvard Business Publishing)
- Difficult Interactions (Harvard Business Publishing)

EDUCATION

* Missouri University of Science & Technology,
Master of Science in Technical Communication

2024-2026

* Payam Noor University, Rasht,
Master of Arts in Linguistics

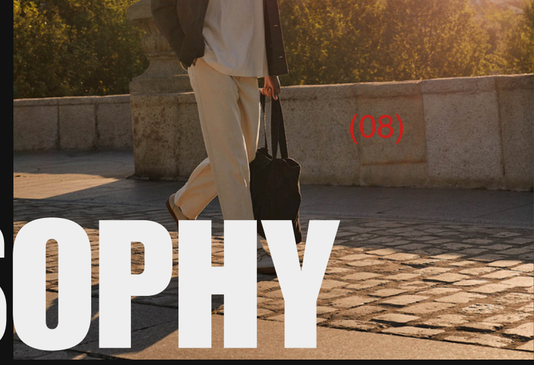
2018-2021

* University of Missouri-Kansas City,
Master of Arts in Higher Education Administration

2021-2023

* Azad University, Lahijan,
Bachler of Arts in English Translation

2003-2007



PROJECT MANAGEMENT PHILOSOPHY

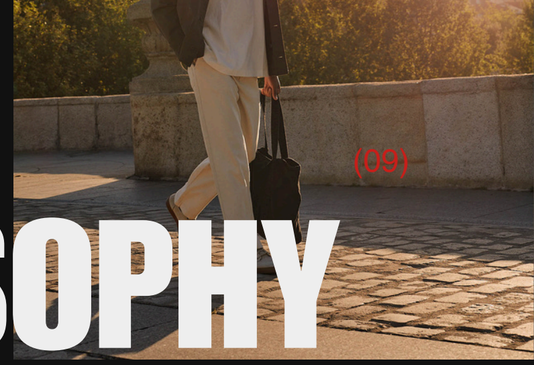
Effective project management is the foundation of successful innovation, execution, and value creation. At its core, project management is about transforming ideas into reality by applying structured methodologies, strategic planning, and strong leadership. A project is a temporary endeavor, meaning it must have a clear beginning and end, a unique goal, and defined resource constraints. Unlike routine operations, which involve repetitive tasks, projects produce distinct outcomes, such as products, services, or system improvements.

A strong project management philosophy is built on several key principles: clarity of purpose, adaptability, collaboration, and accountability. The first step in any project is to clearly define its objectives, what problem it seeks to solve, how success will be measured, and what constraints exist in terms of time, budget, and resources. Without this clarity, teams risk misalignment, inefficiencies, and scope creep. Once objectives are set, a well-structured plan ensures that tasks, responsibilities, timelines, and budgets are properly outlined, providing a roadmap for execution.

However, as we can guess, no project unfolds exactly as planned. Adaptability is crucial to navigating the uncertainties that arise throughout a project’s lifecycle.

Whether using a structured Waterfall approach for well-defined projects or an Agile framework for iterative development, my philosophy is that project managers must continuously assess risks, make informed decisions, and adjust strategies as needed. The ability to pivot in response to challenges while maintaining focus on the end goal is what separates great project managers from average ones.

At the heart of every successful project is collaboration. Projects bring together diverse teams, often spanning multiple departments or even different organizations. A project manager must foster an environment of open communication, teamwork, and trust, ensuring that every stakeholder is aligned with the project's vision. This means facilitating discussions, resolving conflicts, and encouraging active participation from all team members. Strong interpersonal skills are just as important as technical expertise in managing people, expectations, and workflows effectively.



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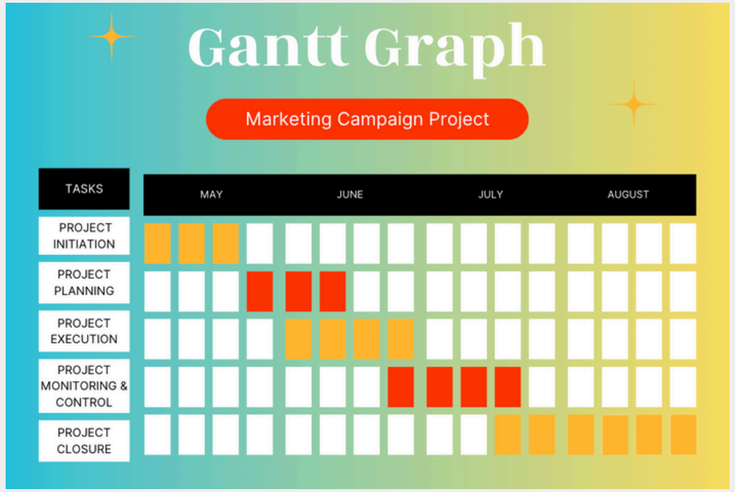
Accountability and leadership define the success of a project. A project manager is responsible for ensuring that each team member understands their role, takes ownership of their tasks, and meets deadlines. Leadership is not just about delegation, it’s about inspiring teams, maintaining motivation, and fostering a shared commitment to success. I believe that a strong project manager holds both themselves and their team accountable, tracking progress through key performance indicators and making data-driven decisions to improve outcomes.

Technology plays an essential role in modern project management. Scheduling tools, collaboration platforms, and enterprise project management software help teams stay organized, communicate efficiently, and track progress in real time. Choosing the right tools based on organizational needs, culture, and project complexity enhances productivity and decision-making.
Ultimately, my project management philosophy is about delivering value to customers, organizations, and stakeholders. A successful project is not just one that is completed on time and within budget, but one that meets its objectives, drives meaningful impact, and leaves behind lessons for continuous improvement. A strong project management philosophy embraces structure, adaptability, collaboration, and leadership, ensuring that projects are executed with excellence and purpose.

PROJECT 01

Project Lifecycle: 2nd Annual Computer Science Research Information Session
Methodology: Hybrid Approach (Waterfall for Planning & Agile for Execution)

Given the structured nature of event planning, a Waterfall methodology was used for planning and logistics, while an Agile approach was adopted during execution to accommodate changes and improve responsiveness.



PROJECT 01

1. Project Initiation (Concept & Approval Stage) – Waterfall

- Project Goal: Increase research awareness and opportunities for undergraduate and graduate computer science students.
- Stakeholders Identified: Academic advisors, department faculty, students, university staff.
- Approval: Secured buy-in from department leadership and confirmed logistical feasibility.
- Resource Allocation: Identified venue options, budget for refreshments, and promotional channels.
- Scope Defined: Plan and execute an information session with faculty presentations, networking opportunities, and resource sharing.

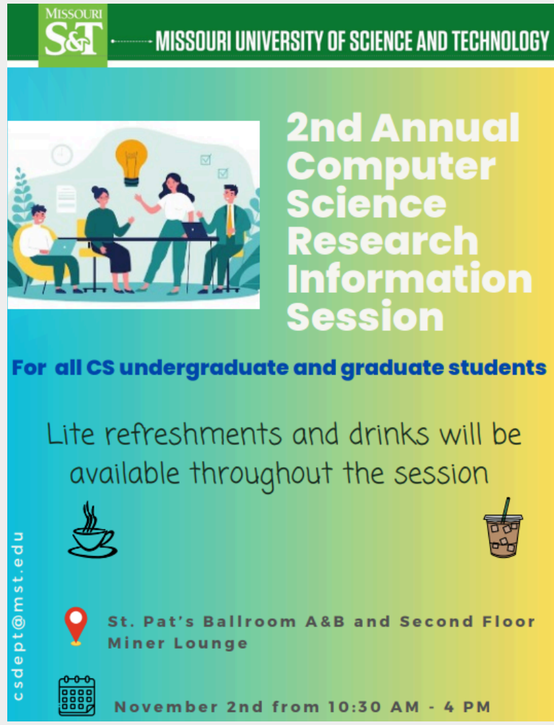
PROJECT 01

2. Project Planning (Work Breakdown & Scheduling) – Waterfall

- Task Assignments:
- Event logistics (venue booking, refreshments) → Shared between advisors.
- Marketing & Communication (flyer design, outreach) → Led by me.
- Coordination with faculty and staff → Both advisors ensured participation.

- Timeline & Milestones:
- Venue secured (Milestone 1).
- Flyer designed & distributed (Milestone 2).
- Refreshments ordered (Milestone 3).
- Event execution (Final milestone).

- Risk Management: Accounted for potential low attendance by leveraging multi-channel promotion.



PROJECT 01

3. Project Execution (Implementation & Event Management) – Agile

- Marketing Deployment (Sprint 1): Flyers distributed to 200 advisees and shared with other advisors/staff.
- Logistics Finalization (Sprint 2):
- Venue confirmed: St. Pat's Ballroom A&B and Miner Lounge.
- Refreshments secured for attendees.
- Stakeholder Engagement (Sprint 3): Maintained open communication with faculty and students, adjusting strategies based on feedback.
- On-site Coordination (Sprint 4):
- Ensured smooth event flow.
- Adapted to real-time needs (e.g., seating adjustments, additional promotional reminders).

PROJECT 01

4. Project Monitoring & Control (Performance Tracking) – Agile
• Key Performance Indicators (KPIs):

• Student turnout vs. expected attendance.
• Effectiveness of marketing efforts (e.g., student inquiries).
• Event engagement (student-faculty interactions).
• Issue Resolution: Adjustments made in real-time based on attendee needs (e.g., directing traffic between venues, managing refreshment supplies).

PROJECT 01

5. Project Closure (Evaluation & Lessons Learned) – Waterfall

• Success Metrics: Evaluated based on attendance, feedback from students and faculty, and overall engagement.
• Post-Event Communication: Reflected on execution, noted improvements for future sessions, and shared insights with stakeholders.
• Future Recommendations: Suggested enhancements for next year's event, including earlier promotions and expanded faculty participation.

PROJECT 01

Why a Hybrid Approach?

• The Waterfall method provided a structured framework for initial planning, ensuring all logistics were in place before execution.
• The Agile method allowed for flexibility during execution, enabling real-time adaptations based on participant needs and engagement levels.

This combined approach optimized efficiency, adaptability, and stakeholder satisfaction, ensuring a well-executed and impactful event.

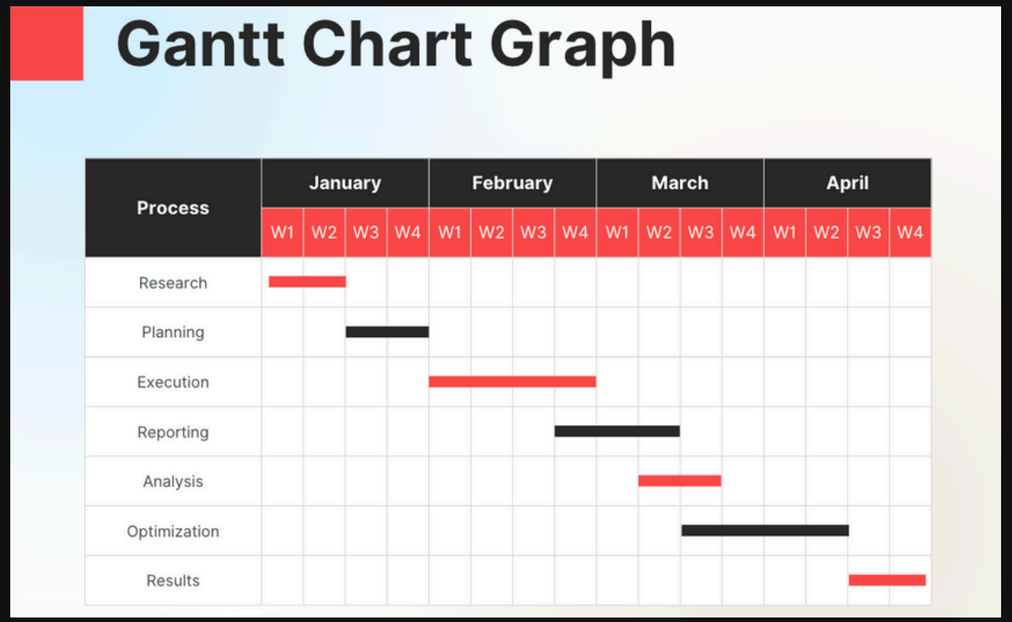
PROJECT 02

Project Management Approach: “Show Me Success” Panel Series

Methodology: Agile with Iterative Planning

1. Project Initiation (Concept & Approval Stage)

- Project Goal: Encourage underrepresented students to visualize themselves in undergraduate and graduate programs and strengthen their career prospects.
- Stakeholders Identified: Underrepresented students, panelists (successful peers), Multicultural Student Affairs, university staff.
- Scope Defined: Organize a panel discussion series where students share experiences and guidance on higher education and career success.
- Constraints: Limited budget; needed high-impact, low-cost marketing strategies.



PROJECT 02

2. Project Planning (Iterative Agile Sprints)

• Sprint 1: Audience Research & Content Planning
• Collected student concerns to develop a question framework for panel discussions.
• Identified and invited diverse panelists to share relatable success stories.

• Sprint 2: Marketing & Outreach
• Designed a targeted flyer to appeal to underrepresented students.
• Posted the flyer on the Multicultural Student Affairs Instagram and the university event platform for visibility.
• Used email and campus networks to maximize outreach.

• Sprint 3: Logistics & Event Execution
• Scheduled venue and ensured a welcoming, interactive atmosphere.
• Personally selected, contacted, .and invited panelists based on their ability to inspire and relate to the audience.
• Acted as the moderator, leading discussions based on collected student concerns

PROJECT 02

3. Project Execution (Implementation & Engagement)

- Real-time Crisis Management: One panelist canceled on the day of the event. Leveraging my campus relationships, I successfully secured a replacement on short notice, ensuring the panel remained balanced and engaging.
- Stakeholder Communication: Ensured panelists and audience remained engaged and comfortable.
- Event flow managed dynamically: Adjusted discussions based on student reactions and engagement.

4. Project Monitoring & Control (Real-time Adjustments)

- Assessed attendance, engagement, and feedback after each session.
- Incorporated lessons learned into subsequent panels in the series.

PROJECT 02

5. Project Closure (Evaluation & Iteration)

• Success Metrics: Increased student participation and positive feedback.
• Post-Event Reflections: Adjusted topics, panelist selection, and promotion tactics for future sessions.

Why agile?

The evolving nature of student concerns required a flexible, iterative approach to content and outreach. Agile methodology allowed real-time adaptations and continuous improvement, ensuring maximum impact within budget constraints. The ability to secure a last-minute panelist replacement demonstrated the effectiveness of Agile responsiveness and strong campus networking.

LET'S WORK TOGETHER

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