

Hadeel Wafa

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Education:

MS (Engineering and Management), Stanford University (part time – anticipated 2023)

Certificate, Certified Scrum Master | Scrum Alliance | 2021

BS (Civil Engineering), Concentration: Construction Engineering and Management, University at Buffalo, State University of New York (2017)

Skills:

Technical skills:

- HTML
- CSS
- Jira
- SQL
- IT Infrastructure

Project Management:

- Agile methodologies
- Predictive methodologies
- Waterfall methodologies
- Scrum workflow
- Enterprise Resource Planning
- System Development Life Cycle
- Project Life Cycle
- Stakeholder management.
- Project documentation.
- Estimating and Budgeting
- Managing Sponsor Concerns

PROFILE:

Highly Motivated Enthusiastic Technical Project Manager with three years of Engineering Experience. Keen interpersonal, communication, and organizational expertise as well as functioning in a high-pressure work environment. Capable of efficiently expanding expertise in new concepts & advancing technology. Proficient in Agile methodologies, Predictive methodologies, Scrum workflow, and Estimating & Budgeting.

EXPERIENCE:

▪ Thinkful – Technical Project Management Training | [XYZ Website](#) | Sep 2020 - Present

- Managed all planning and execution of project requirements
- Developed the project management documents - project charter, RACI, RTM, adaptive backlog, stakeholder's communication management plan, requirement management plan, team charter.
- Utilized the following project management and project documentation skills and other relevant tools: Stakeholder management, Project documentation, Estimating and Budgeting, Managing Sponsor Concerns, System Development Life Cycle (SDLC), Project Life Cycle, Decision-making, Agile Development, Jira and teamwork.

▪ Engineer | Rajappan & Meyer | San Jose, CA | Jan 2021 - Present

- Manage cross-functional activities such as technical proposal development & specification review in preparation for project bid estimate. RFI's, reviewed drawings & specifications, vendor management.

▪ Project Manager | Virginia Dept. of Transportation | Richmond, VA | June 2019 - Jan 2021

- Managed all aspects of assigned projects including reporting progress to plan, status updates, facilitating team meetings.
- Reviewed project request documents, created initial project plan through requirement.
- Developed task lists & estimates, created resource plans, reviewed detailed design specifications, update project plans and maintained project documentation.
- Determined structure of project teams, identified resources required, and staff appropriately.
- Identified, tracked, and resolved project issues including identifying project risks and ensure they are mitigated.

▪ Associate Engineer | Virginia Dept. of Transportation | Richmond, VA | Jan 2018 - June 2019

- Developed preliminary roadway design plans and reports for assigned projects.
- Corresponded with citizens to determine the scope of their transportation issues, discuss possible solutions, and answer any additional questions.

▪ Office Engineer | Dulles Geotech & Material Testing Services, Inc | Chantilly, VA | June 2017 - Jan 2018

- Responsible for Proposal preparation and reports preparation.
- Enabled use of Blue beam, a browser-based construction management software tool deployed onsite or through the cloud as software-as-a-service (SaaS).