

Curriculum Vitae

HANIEH BAKTASH (BSc)

PERSONAL INFORMATION

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📅 **Date of birth:** February 6, 1990

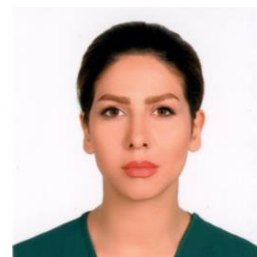
💍 **Marital Status:** Married

♀ **Gender:** Female

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EDUCATION

- **Department of Industrial Management, Faculty of Management, Islamic Azad University (IAU), North Tehran Branch, Tehran, Iran**

BSc in Industrial Management (September 2009- November 2013)

Advisor: Assistant Professor Soheila Sardar, Co-Advisor: Assistant Professor, Ali Alikhani

Thesis Title: *“The effectiveness of chair design in the prevention of neuromuscular system disorders”*

Overall GPA: 17.32/20

- **Mahdieh High School, Tehran, Iran**

Diploma in Mathematics and Physics (September 2004- August 2008)

RESEARCH INTERESTS

- Modeling industrial management data
- Industrial management and industrial design
- Interior design for workplace and healthcare (My BSc thesis topic)
- Lighting design
- Development of the interior design profession and education

RESEARCH EXPERIENCES

- **March 2012- January 2013**

A member of a research group at the research lab of Islamic Azad University in association with Iran University of Medical Science in researches whose aims were as follows:

- Applying management strategies to industrial workplace for a better healthcare;
- Extensive research about the analysis of chairs which can prevent abnormal strain of the neuromuscular system;
- Designing ergonomic chair for industrial workplaces;
- Analysis of non-modifiable risk factors related to genetic predisposition, structural spinal deformities or disorders.

Project activities:

- Extensive ergonomic analysis and optimization in many complex process control workstation environments for better healthcare;

- **August 2012- February 2014**

Research Title: *The effectiveness of chair design in the prevention of neuromuscular system disorders*

Supervisor: Assistant Prof. Soheila Sardar, Islamic Azad University (IAU), North Tehran Branch

TEACHING EXPERIENCE

- Teaching Assistant: Techniques of Analysis & System Design, Fall 2012, Islamic Azad University, North Tehran Branch, Presented by Dr. Alikhani
 - **Responsibilities:** teaching some parts of the courses, helping design the course, construct tests, grading assignments, maintaining weekly office hours to communicate in person with students as needed, scheduling review sessions for exams as requested by the teacher.

- LAB Teaching Assistant: Industrial Accounting I, Fall 2012 Islamic Azad University, North Tehran Branch, Presented by Dr. Babak Rezaei
 - **Responsibilities:** Providing technical support to students, evaluating and grading student homework

WORK EXPERIENCE

- *Asar Architecture, Asar Holding*, September 2015- August 2017
 - Content Manager,
Job descriptions: Monitoring all content creation activities for the company website, managing and developing a content strategy and coordinating contents, overseeing architectural websites and blogs and collecting innovative ideas for home and office designs and then post the information on the company blog, creating a timeline for the interior design projects and estimating project costs, collaboration with architects, builders, designers, mechanical and structural engineers to create and implement a design plan and then lunch and supervise the projects
- *Fuchs Lubricant Iranian Co.*, January 2015- August 2015
 - Liaison Officer
Job descriptions: Day to day Liaising between all sections to communicate and coordinate their activities by serving as an official go-between for senior officials of the sections. Providing technical or subject matter expertise of the parent organization. Managing a systematic procedure among employees and clients through IT. Serving as the principal focal point for the provision of advice to the Board of the Directors on all aspects of the development program of the company. Interacting with project counterpart institutions and the Secretariat in the formulation, design, facilitation and management of projects.
- *Iran Construction Clinic*, February 2014- December 2014
 - Sales and Commercial Executive

Job descriptions: Controlling and following up commercial activities. Performing all foreign and local commercial process including communication, negotiation, orders controlling with suppliers, payments, shipments, delivery schedule. Research and evaluate suppliers based on price, quality, selection, service, support. Design content marketing strategies and set short-term goals.

HONORS AND AWARDS

- Ranked 5th in the whole four-year bachelor studies among 41 students in BSc program, Department of Industrial Management, Faculty of Management, Islamic Azad University (IAU), North Tehran Branch, Tehran, Iran (2013)
- Semi-finalist in the National Management Olympiads, Iran (2012)

LANGUAGE AND COMPUTER SKILLS

LANGUAGE

- Persian (Native speaker)
- English (Professional proficiency)
 - **TOEFL Test**
TBA
- Turkish (Elementary proficiency)

COMPUTER SKILLS

- Statistical and Technical Software
 - Windows Office Programs
 - Latex
 - SketchUp, Autodesk 3Ds Max (Intermediate proficiency)
- Operating Systems
 - Windows, Mac OS

REFERENCES

- Dr. Soheila Sardar, Assistant professor, Department of Industrial Management, Faculty of Management, Islamic Azad University (IAU), North Tehran Branch, Tehran, Iran
Email: s_sardar@iau_tnb.ac.ir
soheila_sardar@yahoo.com
- Dr. Ali Alikhani, Assistant professor, Department of Industrial Management, Faculty of Management, Islamic Azad University (IAU), North Tehran Branch, Tehran, Iran
Email: dralikhani52@gmail.com
- Elaheh Rouhani Sadr, The C.E.O of Asar Architecture, Asar Holding, Tehran, Iran
Email: info@asararch.com