

# HASSAN ZAIB JADOON

Community Manager | Focused on Project Coordination and People Management

+92 3119541429    Hassanzaibjadoon2004@gmail.com    [LinkedIn](#)    [GitHub](#)    Peshawar, Pakistan

## EDUCATION

Computer Systems Engineering  
[University of Engineering and Technology Peshawar](#)  
10/2022 - Present

## UNIVERSITY PROJECTS

Process Management Tool  
Community Management System  
Portfolio Development  
Deploy Folio  
Brick Breaker Game in C++

## PUBLICATIONS

A Robust Approach for Classification of COVID-19 Cough Based on CNN Deep Learning Model  
[ICTAPP-24](#)  
<https://ictapp.org.pk/ICTAPP-24-20-Abstract.html>

## PROJECTS

FS Workshops & Pitch  
Ambassadors 2025  
TBM Collaboration  
Renegades  
GYM & KLF Collabs

## CERTIFICATION/COURSES

Career Essentials in Project Management  
Microsoft  
Project Management Foundations  
PMI, NASBA, Google, Microsoft  
Project Initiation: Starting a Successful Project  
Google  
Project Planning: Putting It All Together  
Google  
Project Execution: Running the Project  
Google  
Business Model Canvas  
Kennesaw State University  
Google AI Essentials  
Google  
Foundations of Business Intelligence  
Google

## REFERENCES

Available upon request  
See recommendations on my [LinkedIn](#).

## SUMMARY

Versatile Community and Project Management Professional with expertise in team coordination, strategic planning, and organizational development. Combines technical skills in data analysis and project tools with strong leadership capabilities, having successfully managed 60+ team members across multiple projects. Proven track record in communication, documentation, and collaborative problem-solving, with experience in tech-driven environments and a passion for optimizing team performance and operational efficiency.

## EXPERIENCE

Community Manager  
[The Order of Pen](#)    09/2024 - Present    Peshawar, Pakistan

- Led and selected ambassadors, ensuring top-tier representation from Peshawar.
- Managed ambassadors' activities and prepared detailed monthly evaluation reports to track performance.
- Supervised 60+ organization members across different projects, fostering collaboration and achieving organizational goals.
- Prepared comprehensive documentation for all projects, ensuring accuracy and accessibility.
- Conducted workshops to train members on effective documentation and collaboration techniques.
- Communicated with outreach partners to secure partnerships and sponsorships, enhancing organizational visibility.
- Managed inquiries and negotiations with sponsors and collaborators, ensuring beneficial outcomes for the organization.
- Oversaw organizational communications, managed email correspondence, and handled the hiring and onboarding of new staff and volunteers to optimize operations and outcomes.

Research Analyst  
[Server4Sale](#)    04/2024 - 11/2024    Remote

- Conducted thorough research on data scraping techniques, aiding in understanding market and user data.
- Utilized Qlik and Power BI to create data visualizations that effectively convey complex trends and insights.
- Worked on BITRIX 24, managing daily attendance, sharing tasks, and collaborating with team members for efficient project execution.
- Contributed to market research for Server4Sale in the e-commerce sector, including competitor analysis and strategy planning.
- Produced reports on Cloudflare and cybersecurity measures to enhance company's data protection.
- Assisted in writing Software Requirement Specifications (SRS) and documentation, improving clarity for development teams.
- Designed marketing materials, including pamphlets and ITCN event posters, to aid promotional efforts.
- Collaborated on website revamp tasks and testing applications to enhance user experience and functionality.

Researcher  
[SECURED IOT DEVICES LAB](#)    07/2023 - 09/2024    Peshawar

- Assisted researchers by studying cryptographic tools and exploring their applications in enhancing data security.
- Conducted research on Large Language Models (LLMs) to enhance precision in natural language processing (NLP).
- Engaged in reading research papers and contributing to the understanding of complex topics, supporting research efforts.
- Collaborated with researchers to explore advancements in cybersecurity and IoT, aiding in the development of innovative solutions for system protection and smart agriculture.

## SKILLS

Project Management, Team Coordination, People Management, Community Leadership, Technical Writing, Data Analysis, Documentation, Communication, Strategic Planning, Performance Evaluation, Workshop Facilitation, Marketing Materials Design, Research Analysis, Data Visualization (Power BI, Qlik), Technical Skills (Azure, C++, C, Office 365), Collaboration Tools (BITRIX 24), Confidentiality, Time Management, Shortlisting, Interviewing, Spreadsheets, Research, Self Evaluation, Risk Assessment.

## POSITIONS OF RESPONSIBILITY

- Microsoft Learn Student Ambassador
  - Campus Ambassador NIC Peshawar
  - Campus Director Youth International Conclave
  - Campus Ambassador The Order of Pen
  - Founder Coding Prodigy Community
- Ambassador Asana
  - Volunteer GDG Peshawar
  - Director Community Engagement
  - Coordinator LDS UET Peshawar
  - Management Intern CLLB Peshawar