

# FARAHNAZ ZAMAN: Technical Project Manager

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## **SUMMARY**

I am a technical project manager who is proficient and knowledgeable in developing project management documentation, managing projects, and establishing project plans by facilitating the definition of project scope, goals, and deliverables. I have about 4 years of experience in establishing project work plans, coordinating project activities, identifying resources needed to complete projects on time, working with technical managers and the IT departments to gather information and define job requirements.

## **SKILLS**

**Management:** Stakeholder management, Project documentation, Estimating and Budgeting, Managing Sponsor Concerns, System Development Life Cycle, Project Life Cycle, Recruiting, managing, and allocating staff resources, Providing administrative support, Decision-making, and teamwork.

**Technical/soft:** Agile methodologies, Predictive methodologies, Scrum workflow, Jira, GitHub, Bootstrap, Wrike, Azure DevOps, Bamboo HR, CATs, Ceridian, Zoom, MS Word, Excel, Outlook, PowerPoint, SharePoint, JamBoard.

## **EXPERIENCE**

### **Student | Thinkful - Technical Project Management Immersion**

*Nov 2020- February 2021*

#### **Project:** [XYZ Website Upgrade](#)

- Created to upgrade the XYZ company's website to have a more defined and professional platform for better and outstanding marketing and customer services; the professional look and upgraded features will attract more customers, and those features will make the shopping experience more user-friendly, delightful, and effective.
- Developed the following documents by utilizing project management and project documentation skills
- Skills used: Project documentation, Estimating and Budgeting, Managing Sponsor, Concerns, System Development Life Cycle (SDLC), Project Life Cycle, Decision-making and teamwork, Agile methodologies, Jira, Github, Bootstrap, Slack, and Zoom.

### **Project Facilitator/Teacher | Muslim Educational Trust (Tigard, OR)**

*Sep 2017 – June 2019*

- Developed detailed project plans, coordinated project activities, and identified resources needed to complete tasks.
- Provided administrative support to recruit volunteers and coordinate various types of school events.
- Communicated and delivered memos from school personnel or counselors to students.
- Arranged meetings with parents about students' performance and behavior.

### **HR Project Specialist/Recruiter | Axiom Technology Group Inc. (Chicago, IL)**

*May 2015 – Nov 2015*

- Worked with technical managers of the clients to gather information and define job requirements and schedule interviews.
- Performed job and task analysis to document job requirements and objectives.
- Developed an HR Policy Handbook for employees and IT consultants with both IT and HR teams and accepted by the committee as the final document.
- Used information system to handle transaction processing, decision support system, and workflow system and recruitment procedures

### **Talent Acquisition Project Specialist | Girl Scouts (New York, NY)**

*Dec 2014 – May 2015*

- Worked with the IT department to manage risk, escalated issues as needed, and communicated project status to Client Services and Technical Implementation teams including providing reports as requested.
- Worked with the technical team to standardize, finalize, document the implementation, and upgrade process which reduced the number of work hours from 9 (3 business days) to 6 hours.
- Implemented efficient recruitment procedures and effective human resources procedures.

### **HR Specialist | Penelope's People (New York, NY)**

*October 2012 – Nov 2014*

- Performed and exceeded general HR responsibilities by organizing training events and other meetings, conducting the evaluation of training events, and delivering evaluation forms.

### **Human Resources Administrator | Le Bernardin (New York, NY)**

*August 2011 – Sep 2012*

- Implemented Organizational Development programs, recruited and oversaw the new hire processes to ensure completion and on-time delivery of all paperwork to meet the milestone.

## **EDUCATION**

### **M.Sc, Human Resources Management**

*Long Island University | New York, NY | 2009-2011*

### **B.Sc, Business Management & Finance**

*Brooklyn College, CUNY | New York, NY | 2004-2008*