PROJECT MANAGEMENT PORTFOLIO

Nadia Ahmadi-2025

+1573-647-3019

rgheahmadi@gmail.com

english.mst.edu

TABLE OF CONTENTS

01 About Me
Page 1

02 Resume
Page 2

03 Project Management Philosophy
Pages 3-4

04 Project 1
Page 5-14

05 Project 2
Pages 14-23

06 Why Hire Me?
Page 23

1

ABOUT NADIA AHMADI

I am a detail-oriented professional with expertise in technical communication, academic editing, and instructional support. As a Technical Student Assistant and Student Assistant Teaching at Missouri S&T, I manage graduate technical editing workflows, ensure clarity in technical documents, and optimize editorial processes.
As a Graduate Teaching Assistant in the Technical Communication Department, I develop course materials, lead instruction in professional document design, and assess research-based technical writing. With strong project management skills, I streamline documentation, enhance evaluation processes, and collaborate with faculty and students to improve technical writing strategies.
Passionate about clarity and efficiency, I work to bridge the gap between research and effective communication.

BACKGROUND

Education

Missouri University of Science and Technology, USA
M.S. Student in Technical Communication — Aug 2024-Present

Azad University of Science and Research
M.A. Teaching English as a Foreign Language — Sep 2014- Sep2016

Payame Noor University
B.A. English Language Translation — Sep 2009- Jan2014

Skills

Project Management & Coordination
Workflow management & process optimization
Task delegation & progress tracking
Stakeholder collaboration & cross-functional coordination
Deadline management & prioritization

Strategic Planning & Execution
Curriculum development & instructional planning
Research project leadership & data-driven decision-making
Editing and quality assurance for technical writing
Resource allocation & efficiency improvement

Experience

Technical Student Assistant
Writing and Communication Center, Missouri University of Science and Technology, USA
Feb 2025 – Present

- Overseeing editing and revision tasks, implementing quality control measures to enhance clarity, grammar, and structural coherence in technical documents.
- Managing the Graduate Technical Editing process by coordinating workflows, tracking progress, and ensuring timely completion of dissertation, thesis, and manuscript submissions.
- Collaborating with faculty, graduate students, and staff to optimize editing procedures and provide tailored support for technical writing projects.

Graduate Teaching Assistant
Technical Communication Department, Missouri University of Science and Technology, USA
Aug 2024 – Present

- Managing course development by designing syllabi, assignments, and rubrics, ensuring alignment with learning objectives and institutional standards.
- Leading classroom instruction on professional document design, guiding students in effectively using standard tools and features.
- Collaborating with faculty and peers to continuously improve course content, assessment methods, and student engagement strategies.

Student Assistant Teaching
Department of Civil, Architectural, and Environmental Engineering, Missouri University of Science and Technology
Feb 2025 – Present

- Developing quality control measures to assess research integration, argument development, and citation accuracy in student papers.
- Enhancing efficiency in the review process by streamlining documentation, feedback mechanisms, and evaluation strategies.
- Managing the evaluation process of students' research-based technical writing by implementing structured assessment workflows and tracking progress.

PROJECT MANAGEMENT PHILOSOPHY

part 1

Project management is not just about overseeing tasks; it is about driving meaningful outcomes through strategic coordination, collaboration, and efficiency. My approach to project management is rooted in structure, adaptability, and a commitment to quality. With experience in academic instruction, technical editing, and multilingual communication, I bring a diverse skill set that fosters strong stakeholder engagement, cross-functional teamwork, and precision in execution.

Every project, whether in academia, technical communication, or translation, demands a structured plan to achieve its goals. I emphasize curriculum development, instructional planning, and research leadership to ensure that objectives align with stakeholder needs. My experience developing syllabi, assignments, and rubrics highlights my ability to design effective workflows that facilitate knowledge transfer and meet institutional expectations. In technical editing and document review, I implement standardized processes to enhance clarity, coherence, and efficiency in project deliverables. A project's success is contingent upon the ability to collaborate effectively with diverse teams.

Throughout my roles as a Graduate Teaching Assistant, Technical Student Assistant, and Student Assistant in Engineering, I have worked with faculty, students, and peers to develop quality-driven solutions. This includes managing document revisions, guiding students in research-based writing, and optimizing course content through shared expertise. Additionally, my experience as a Multilingual Communicator underscores my ability to navigate cross-cultural communication and ensure clarity in diverse professional environments.

PROJECT MANAGEMENT PHILOSOPHY

part 2

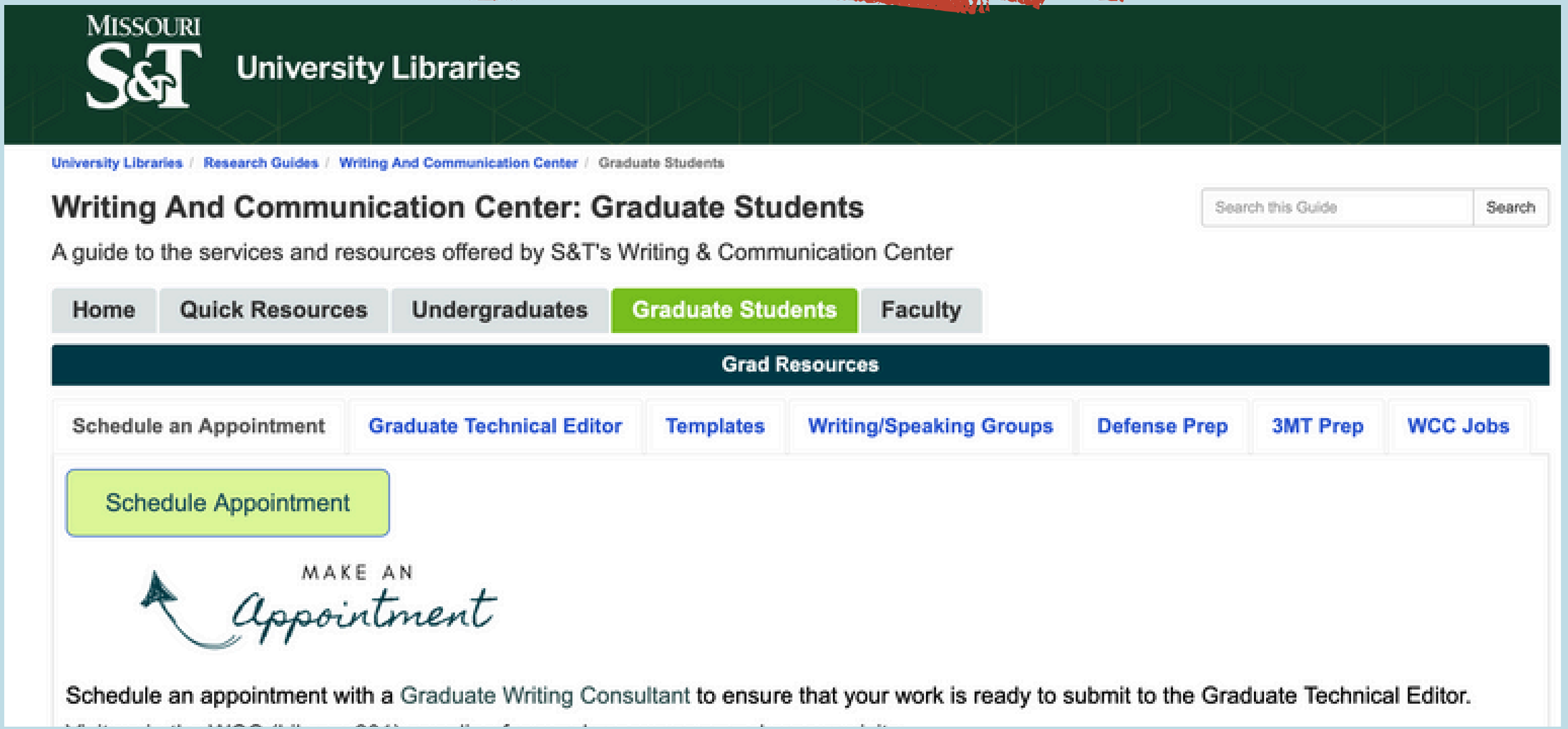
The ability to streamline workflows, track progress, and ensure timely completion is at the core of my project management philosophy. I focus on workflow management, task delegation, and deadline prioritization to maintain efficiency in high-demand environments. Managing the Graduate Technical Editing process and research evaluation strategies has reinforced my ability to implement structured assessment mechanisms. Through data-driven decision-making, I continuously refine processes to improve quality and effectiveness.

Quality is not an afterthought; it is an integral part of every project phase. I employ editing and quality assurance methodologies to enhance technical writing and research-based documents. My role in the Writing and Communication Center has provided me with experience in implementing quality control measures that uphold academic integrity and professional writing standards. By developing evaluation strategies and feedback mechanisms, I ensure that every deliverable meets or exceeds expectations.

Effective project management requires the ability to adapt to changing circumstances. Whether managing multiple translation projects, leading classroom instruction, or guiding research documentation, I excel in resource allocation and prioritization to meet diverse needs. My background in both humanities and technical fields equips me with the flexibility to approach problem-solving from multiple perspectives, ensuring well-rounded and adaptable solutions.

PROJECT 01

Enhancing the Graduate Technical Editing Process for Efficiency and Quality at Missouri S&T's Writing and Communication Center

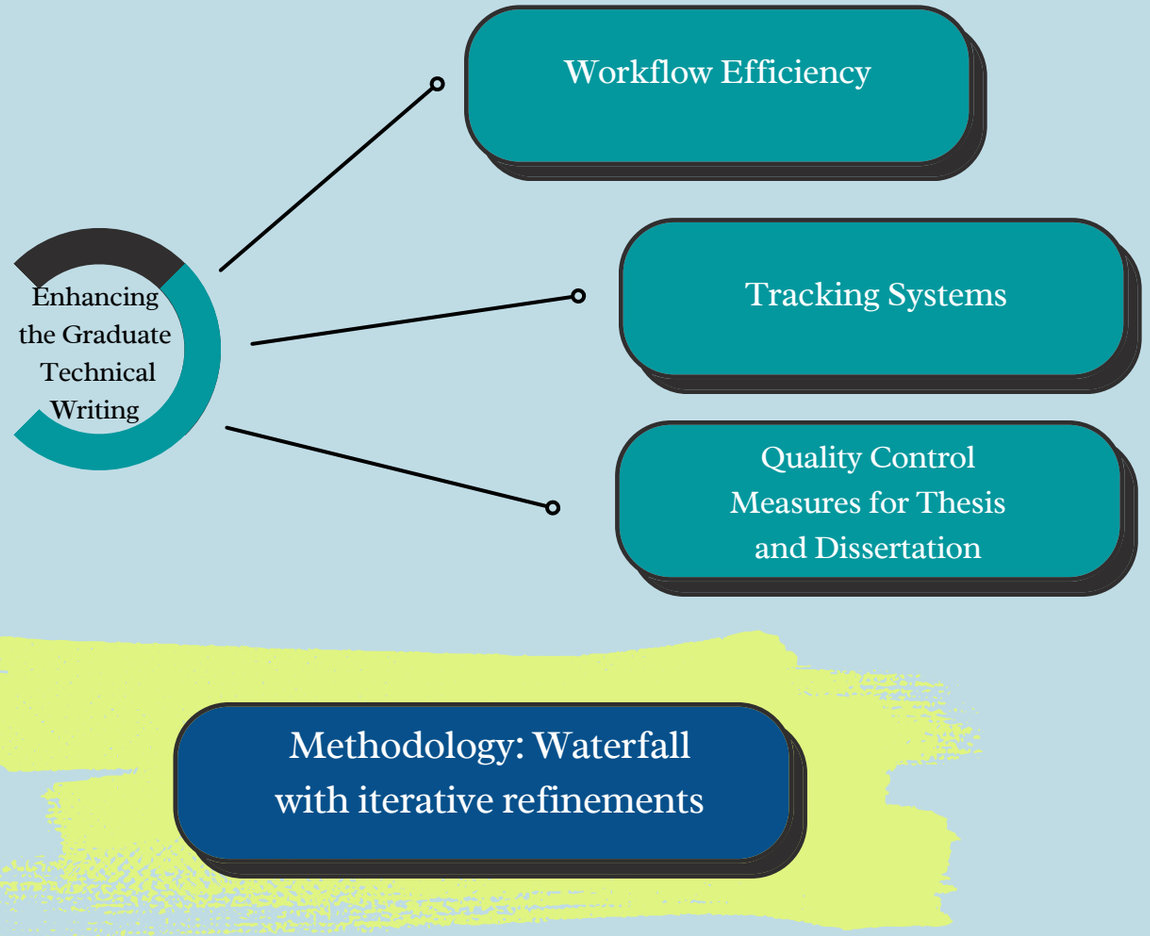


PROJECT 01

OVERVIEW

This project aims to streamline the Graduate Technical Editing process at Missouri S&T's Writing and Communication Center by improving workflow efficiency, tracking systems, and quality control measures for dissertation, thesis, and manuscript submissions.

By implementing a Waterfall methodology with iterative refinements, the project will provide a structured approach while incorporating stakeholder feedback for continuous improvement.



PROJECT 01

OBJECTIVES

- Optimize Workflow: Using a structured editing pipeline that eliminates bottlenecks
- Implement a Tracking System: Using Google Sheets for submission tracking
- Ensure High-Quality Editing Standards: Developing editing guidelines and checklists
- Improve Collaboration: Facilitating clear communication between faculty, graduate students, and editors
- Ensure Timely Completion: Balancing workloads among editors to reduce turnaround time

PROJECT 01

PROJECT DELIVERABLES

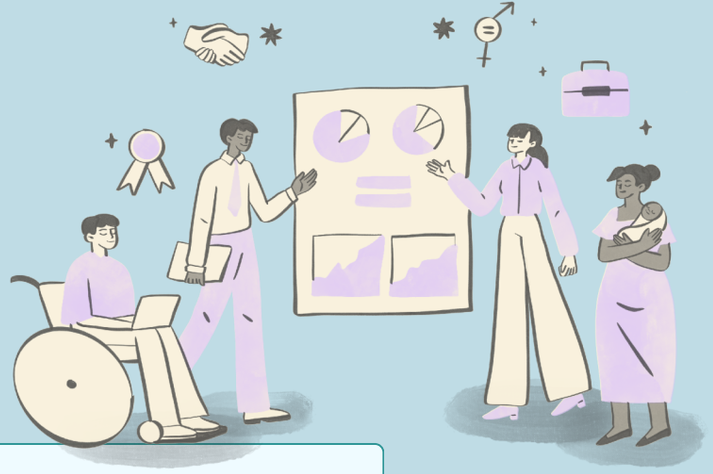
1. **OPTIMIZED EDITING WORKFLOW**
   A structured process to manage dissertation/thesis editing.
2. **Tracking & Coordination System**
   Using Google Sheet for submission monitoring
3. **Quality Control Guide**
   Standardized editing checklists and guidelines for uniform revisions
4. **Stakeholder Feedback Report**
   Insights from faculty, graduate students, and editors on workflow effectiveness
5. **Final Evaluation Report**
   Summary of workflow improvements, identified challenges, and future recommendations

PROJECT 01

PHASES & TIMELINE

Phase	Tasks	Timeline
Phase 1: Research & Planning	Identify pain points in the current editing workflow and define process improvements.	2 Weeks
Phase 2: Workflow Development	Design an optimized editing workflow, assign roles, and create process documentation.	3 Weeks
Phase 3: Implementation & Testing	Pilot the new workflow with a small group of documents, collect feedback from editors and students.	4 Weeks
Phase 4: System Integration	Implement Google Sheets to monitor submission progress and editor assignments.	3 Weeks
Phase 5: Quality Control Enhancement	Create standardized editing checklists and train editors to ensure document consistency.	2 Weeks
Phase 6: Evaluation & Adjustment	Gather feedback from stakeholders, refine processes based on real-world use, and make adjustments.	Ongoing

PROJECT 01

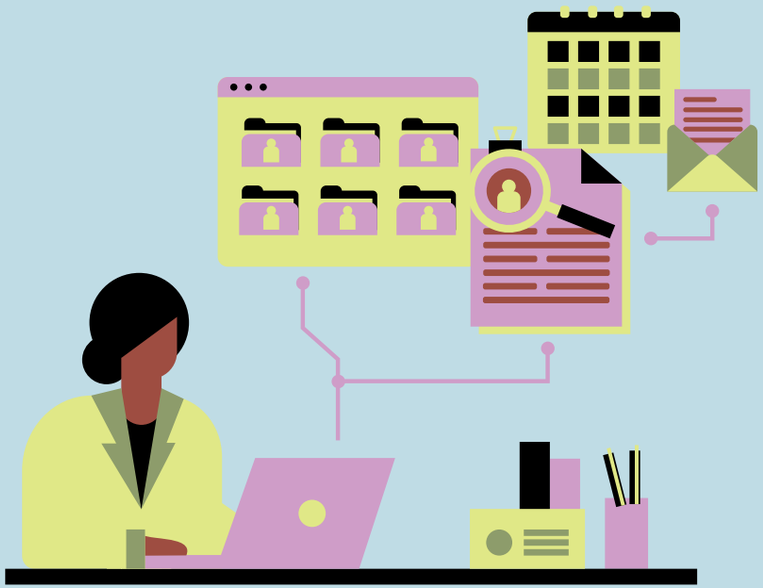


PROJECT TEAM & ROLES

ROLE	NAME	RESPONSIBILITIES
Project Manager	SAM	Oversee the entire project, defines objectives, sets deadlines, ensures progress tracking, and communicates with all stakeholders.
Workflow & Process Designer	NADIA	Designs the optimized editing workflow, ensures smooth transitions between stages, and develops process documentation
Quality Control Lead	JOSS	Creates and enforces editing standards, develops checklists, and ensures document consistency and clarity.
Tracking System Coordinator	TAMMY	Implements and manages the tracking system (Google Sheets) to monitor progress and deadlines.
Graduate student/faculty Liaison	CAMIE	Communicates with graduate students/faculty, gathers feedback, and ensures their needs are met regarding submission support.
Technical Editor	MINA	Conducts in-depth document reviews, provides technical writing guidance, and ensures revisions align with quality standards

PROJECT 01

POTENTIAL TOOLS & RESOURCES



Project Management: Asana

Tracking System: Google sheets and Emails

Editing Tools: Grammarly, Microsoft Word Track Changes

Communication Platforms: Microsoft Teams, Email updates

PROJECT 01

PROJECT RISKS & MITIGATION STRATEGIES

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGY
Resistance to process changes	Medium	High	Implement a tracking system to monitor workload and prevent bottlenecks. Balance task distribution among editors.
Technical issues with tracking tools	High	Medium	Conduct training sessions and provide clear documentation to ensure smooth adaptation. Involve editors in decision-making.
Inconsistent editing quality	Medium	High	Choose user-friendly and reliable platforms. Provide a backup plan (e.g., manual tracking for emergencies).
Lack of stakeholder engagement	High	Medium	Regularly update faculty, staff, and students about the improvements and gather their feedback through surveys and check-ins.
Editor workload imbalance	Medium	High	Establish a task assignment protocol to evenly distribute work and ensure no single editor is overwhelmed.
Miscommunication between editors, faculty &students	Medium	High	Use Slack, Microsoft Teams, or email updates to ensure all stakeholders are informed about the process and expectations.

PROJECT 01

CONCLUSION

This project enhances the Graduate Technical Editing process by implementing a structured workflow, tracking system, and quality control measures. Utilizing a Waterfall methodology with iterative refinements, it ensures an efficient, reliable, and user-friendly editing experience for graduate students, faculty, and writing center staff.

PROJECT 02

Enhancing the Quality Assurance Process for Research-Based Technical Writing

Research Assignment - Submission 1

Published

CE 2003 - Spring 2025 - Research Assignment - S

Homework Assignment #4 - Research Reference Exercise

Published

Please properly format the four attached resources by creating a *Resources* page as it would appear in a research/term paper, essay, etc. Use the APA Publication Manual, 7th Edition (2010). I have included a guide. There are also countless websites, but be sure they are using the 7th Edition.

CE 2003 Spring 2025 - Homework 4 - Referencing Sources.doc

Article - The impact of political factors on states' adoption of renewable portfolio standards.pdf

Article - What's the state of energy studies research.pdf

NPR article - Solar panels generate electricity at night.pdf

The Grid book.pdf

APA 7th Ed. Handout 2020 (Web) updated january 2021.pdf

PROJECT 02

OVERVIEW

Enhancing the Quality Assurance Process for Research-Based Technical Writing

Project Management Methodology: Agile (Scrum)

Given the iterative nature of improving quality control measures and refining feedback processes, Agile methodology—specifically the Scrum framework—will be used. Agile allows for continuous improvements, frequent reassessment, and iterative feedback cycles, ensuring that assessment tools evolve based on student performance and faculty feedback.

PROJECT 02

PROJECT OBJECTIVES

Develop a Framework

Develop a structured quality control framework for evaluating research-based technical writing.

Implement Streamlined Workflows

Implement streamlined workflows for documentation, feedback, and assessment.

Optimize the Evaluation Process

Implement a structured workflow to manage student evaluation, improve grading consistency, and track student progress.

PROJECT 02

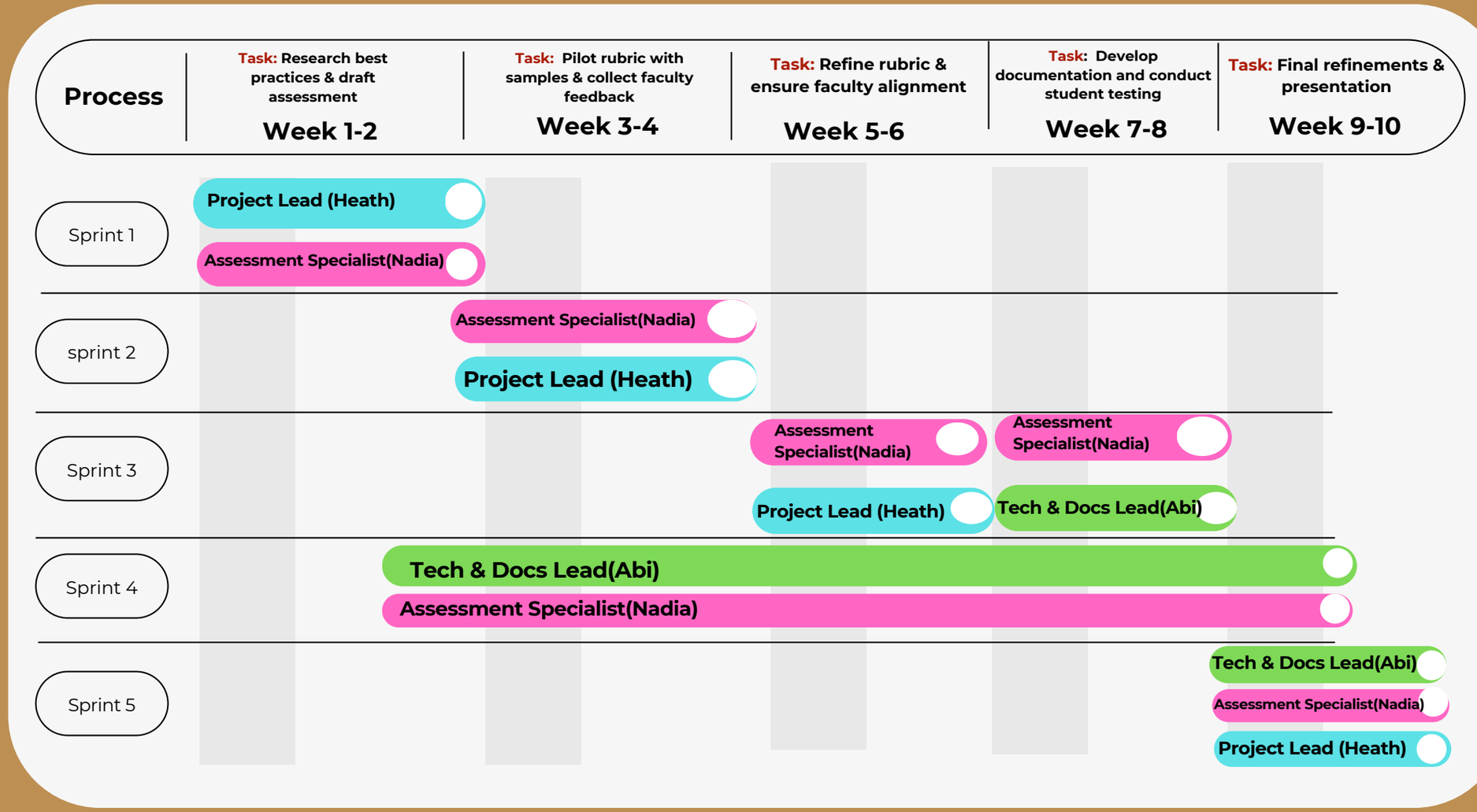
PROJECT TEAM & ROLES

ROLE	TEAM MEMBER	RESPONSIBILITIES
Project Lead	Heath	Oversees project execution, coordinates sprint cycles, manages communication with faculty, and ensures Agile principles are followed.
Assessment & Evaluation Specialist	Nadia	Designs and refines rubrics, ensures grading consistency, and collaborates with faculty for continuous improvement.
Technical & Documentation Lead	Abi	Develops and maintains tracking tools, feedback mechanisms, and ensures documentation is updated regularly.

PROJECT 02

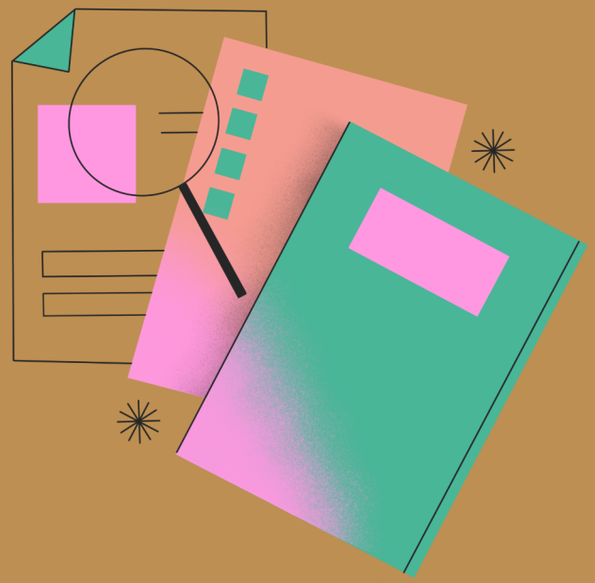
PROJECT TIMELINE

Gantt Chart



PROJECT 02

PROJECT DELIVERABLES



- **ASSESSMENT RUBRICS** — A structured grading rubric that evaluates research-based writing on argumentation, citation accuracy, and research integration.
- **FEEDBACK MECHANISM** — A streamlined documentation and review system to provide structured, actionable feedback.
- **STUDENT TRACKING DASHBOARD** — Using SpeedGrader on Canvas for monitoring student writing progress, revisions, and feedback history.
- **FINAL REPORT** — A compiled report summarizing improvements, faculty feedback, and recommendations for future implementation.

PROJECT 02

TOOLS & SOFTWARE

CATEGORY	TOOL	PURPOSE
project management	ASANA	Task tracking, Agile sprint planning, backlog management
Rubric Development	MICROSOFT WORD	Collaborative rubric creation and refinement
Feedback & Documentation	SPEEDGRADER	Tracking student progress, feedback loops, and assessment trends
Plagiarism & Citation Accuracy	IAUTHENTICATE	Checking citation errors and research integrity
Communication & Collaboration	TEAMS & EMAIL	Team coordination and faculty feedback discussions
Data Storage	ONEDRIVE	Document sharing and version history tracking

PROJECT 02

PROJECT RISKS & MITIGATION STRATEGIES

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGY
Faculty resistance the method	Medium	High	Conduct training sessions to demonstrate benefits and ensure alignment with faculty needs.
Student disengagement in feedback loop	High	Medium	Integrate feedback into grading to encourage participation and emphasize improvement.
Technical challenges with tracking systems	Low	Medium	Maintain manual records as a backup, ensuring no data loss
Time constraints due to workload	Medium	High	Use Agile sprint planning to evenly distribute tasks and avoid burnout.

PROJECT 02

CONCLUSION

This project streamlines research-based writing assessment using Agile (Scrum) to enhance rubric consistency, feedback efficiency, and citation accuracy. Through structured workflows, tracking tools, and iterative improvements, the team ensures efficient evaluations aligned with faculty expectations.

By project completion, a sustainable, data-driven system will be in place, improving assessment turnaround time and student engagement.

"Great things are done by a series of small things brought together."

– Vincent Van Gogh

Why Hire Me?

I bring a strong background in project management, technical communication, and academic assessment, with expertise in Agile workflows, process optimization, and risk management. I excel in streamlining complex tasks, enhancing efficiency, and driving measurable improvements.
With a strategic mindset and problem-solving skills, I thrive in collaborative environments and am eager to contribute to your team's success. Let's connect!

NADIA AHMADI

PHONE
5736473019

EMAIL
rgheahmadi@gmail.com

LINKEDIN
www.linkedin.com/in/nadia-ahmadi-996b53300