

ZAYN EL HAJJI

OPERATIONAL PROJECT MANAGER

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PROFILE

Operational Project Manager with over 10 years of experience enhancing project coordination and operational processes across tech, food and beverage, and construction industries. Proven track record of cutting unnecessary access by 39% through compressive access audits at YouTube and assisting in a major access system migration. At Mighty Buildings, drove cost-saving measures and coordinated the first 3D printed modular home delivery, transforming a project deficit into profit. As co-founder of SEC Development, successfully completed 200+ projects and grew annual revenue to \$600,000 within 3 years. Expert in using technology for process optimization and adept at cross-functional team collaboration to meet company goals.

WORK EXPERIENCE

April 2022 - April 2024

YouTube | San Bruno, CA

Operations Project Coordinator | Contract

- Conducted audits of role-based groups (RBGs) by creating AppSheet tools for managers to confirm access needs, reducing over-provisioned membership by 39% and enhancing RBG understanding.
- Collaborated KPI dashboards by preparing data tables, creating SQL scripts, and using Google Data Studio. Created business requirements documents to align API teams, enhancing transparency for Security and Privacy teams.
- Created SQL scripts to analyze data access requests and enforce compliance within Google's data management systems.
- Assisted in the preparation and pilot implementation of a large-scale access system migration, projected to reduce vendor access by 85% and reduce onboarding from 12 days to 3.
- Conducted Access Control Fail-Safe Audits, ensuring correct user access and compliance with current standards.
- Developed accurate and clear project documentation, including design documents and business requirements.

October 2019 - April 2021

Mighty Buildings | Oakland, CA

Lead Project Manager - Sales and Operations

- Managed a team of 20+ professionals, delivering residential projects and coordinating permits for 3D printed modular units.
- Renegotiated and managed budgets for 40+ projects, turning an 80% deficit into a 10% profit margin.
- Streamlined operations, reducing pre-construction costs by 50% and on-site expenses by 30%.
- Developed a custom dashboard for tracking and risk assessment, allowing for better projections for manufacturing requirements and enhancing cross-department synergy and real-time updates.
- Served as the primary contact for B2C clients, providing weekly project updates throughout sales, permit approval, manufacturing, and installation phases.

May 2016 - August 2019

SEC Development | Los Angeles, CA

Co-Founder - Head of Operations and Finance

- Navigated city/county approval processes for 200+ projects, including tenant improvements and residential units.
- Managed company finances, overseeing tax filings, bookkeeping, invoicing, and payroll, ensuring operational efficiency.
- Oversaw procurement and maintenance of inventory and equipment, supporting operational needs effectively.
- Implemented project tracking using Asana, Togggl, and Google Sheets, enhancing profitability insights and resource allocation for projects.
- Conducted weekly sprint reviews with a custom dashboard, communicating key project metrics to stakeholders.

EDUCATION

WOODBURY UNIVERSITY | 2016

Bachelor of Business Management

- BBA Student Advisory Board 2014-16
- Woodbury Program Board 2015
- Emerging Leadership Award 2016
- Deans List 2014-2015

HIGHLIGHTS

- Experienced project manager with record of success in with complex cross functional projects over 10+ years.
- Strong communication, problem-solving skills, and data-driven decision making skills.
- Ability to work independently and as part of a team.
- Known for leveraging technology to optimize processes

SKILLS

- Program Management
- Operationalization
- Strategic Planning
- Negotiation
- Process Planning
- Implementation
- Risk Analysis
- Vendor Management
- Logistics
- Procurement
- SQL
- Documentation
- Data Analysis
- Accounting

SOFTWARE

- Kanban (Asana, Jira, Trello)
- Microsoft Office/Google Suite
- Oracle ERP
- Data Studio
- CRM (Salesforce, Hubspot)
- Figma / Canva / Illustrator