

MIRA SAMAHA

Email: mira_samaha@hotmail.com Mobile: +961 3 997386

Personal Information

- Place and date of birth: Lebanon, June 03, 1985
- Nationality: Lebanese
- Marital status: Married

Work Experience

Scrum Consultant, Beirut, Lebanon

June 2018 - Present

- **Scrum Consultant**
 - Working with companies and startups in managing and building processes, setting best practices and leading cross-functional teams to plan, build, and deliver software products and releases using Agile/Scrum experience.
 - Working as a Product Owner responsible for working with the business team to set, prioritize, and evaluate the work generated by a software Scrum team in order to ensure impeccable features and functionality of the product.

SABIS® Educational Services, ADMA, Lebanon

June 2010 – Feb 2017

- **Enterprise Project Coordinator (Enterprise Scrum Master) /Software Development**
September 2014- February 2017
 - Coordinate, coach and manage Scrum masters (Team Leaders) and processes to deliver software releases of the SES Software Development Department while participating in defining new initiatives for improving the development cycle toward the department vision.
 - Ongoing Scrum/Agile coaching and mentorship for our team of Scrum Masters and all other roles
 - Consolidate projects and sprints information and make it visible to the management and the teams
 - Define and maintain processes needed to ensure coordination with multiple interdependent teams and parties in Lebanon and Cairo offices
 - Ensure and align standardization in Lebanon and Cairo offices
 - Ensure controls, risk mitigation and action plans based on the outcomes
 - Define and refine relevant metrics to be utilized for improvement purposes
 - Implement and administer the tool used for managing the process (TFS/Scrum software)
 - Coordinate release and sprint planning and ensure time efficient delivery
 - Conduct daily meetings to ensure the integration of dependencies between different stakeholders of projects
 - Perform quarterly audits to ensure efficient process implementation and develop improvement plans based on the audit result
 - Help developers resolve technical problems as well as human resources issues by removing impediments encountering the teams at the organizational level
 - Monitor individual employees performance
 - Provide leadership and guidance to coach, motivate, and lead team members to their optimum performance levels and career development

- Evaluate resource allocation and teams structures (based on project's needs, resources skills, delivery dates...) and report recruitment needs in accordance to the yearly budget
- Provide Lebanon and Cairo Teams with thorough annual evaluations and work with them throughout the year to develop improvement plans if necessary.
- **Project Coordinator/Software Development** *September 2011 - September 2014*
 - Set standards for how projects are run
 - Ensure project management standards are followed
 - Gathering of project data and production of information for management review
 - Source of guidance and advise for project managers
 - Managing and facilitating the portfolio management process
- **Support Specialist/Software Development** *June 2010 - September 2011*
 - Support the 79 branches all over the world using SABIS® products.
 - Contribute in creating a support process for SABIS® to be followed and to be approved by ISO.
 - Implement Project Server 2010 for SABIS® Software Development Department, including but not limited to, following up and coordinating the projects planning for the prepared products. Designing projects follow up and progress reports based on the CMMI standards (noting that the company has the CMMI Level 3 certificate). Daily and weekly follow-ups on plans to make sure, resources are fully booked and projects are always up to date as planned.
 - Onsite missions to Germany SABIS® School delivering support and training on the different products of the company and helping in managing and setting goals for the IT section of the school.

Netways, Beirut, Lebanon

April 2007 - May 2010

- **Lead developer in the Enterprise Project Management (EPM: Project Server 2007 and Portfolio Server 2007) department, leading a team of three resources.**
 - Responsible of the whole cycle of a project starting with the requirements phase, implementation phase, documentation and training ending by the project delivery and getting the final signoff.
 - Gathering Requirements for projects and planning configuration to match the client's line of business
 - Installation and Configuration of EPM
 - EPM Consultancy inquiries
 - Presales missions and presentations on EPM product
 - Support and troubleshooting EPM
 - Training on how to use EPM
 - Development of .Net applications and web sites for EPM and/or MS SharePoint 2007.
 - SharePoint 2007 development
 - SharePoint 2007 Workflow Development
 - Project 2010
 - Projects Delivered Onsite:
 - Dubai: Executive Council of Dubai, Dubai HealthCare City
 - Abu Dhabi: Abu Dhabi Tourism Authority, Center of Documentation and Research, Thuraya, Majid Al Futtaim Group, Department of Planning and Economy, Abu Dhabi Police
 - Morocco: Ministry of Commerce and Industry

Training, Workshop and Certificates

- **Lean and Agile ME Summit 2016** *(2016)*
Agile ME - Hilton Dubai Jumeirah Resort, Dubai, UAE
- **Engaging and Retaining Talent** *(2016)*
SABIS® Professional Development Institute

- **Making Meetings Work** (2016)
SABIS® Professional Development Institute
- **Beirut Agile Tour 2015** (2015)
Agile Lebanon - American University of Beirut (AUB), Beirut, Lebanon
- **Coaching for Peak Performance** (2015)
SABIS® Professional Development Institute
- **Developing Others** (2015)
SABIS® Professional Development Institute
- **Certified ScrumMaster®** (2014)
Scrum Alliance, Esenyurt - Istanbul, Turkey
- **Structured Application of Project Management to Scrum** (2014)
Skills – SABIS® Educational Services
- **Project Management Fundamentals in Practice** (2014)
Skills – SABIS® Educational Services
- **Management Development I, II, III** (2014)
SABIS® Professional Development Institute
- **Beirut Agile Tour 2013** (2013)
Agile Lebanon – Berytech, Mansourieh, Beirut, Lebanon
- **Scrum Master and Product Owner Training** (2012)
Ayna – SABIS® Educational Services
- **Project Server 2010 implementation and configuration** (2012)
- **Key Performance Indicator (KPI)** (2011)
EAB Group – SABIS® Educational Services
- **MCTS** (2008)
TS: MS Office Project Server 2007, Managing Projects
Microsoft

Academic Background

- **Bachelor of Science** in Computer and Communication (February 2007)
American University of Science and Technology (AUST)
Karak, Zahle, Bekaa, Lebanon
- **Baccalaureate II**, Math section (2002-2003)
College Des Peres Antonins
Hawch Hala, Rayak, Zahle, Lebanon

Computer Languages, Applications & Utilities

- **Programming Languages:** C++, Java, VB.Net, C#
- **Web Technologies:** ASP.Net
- **Database Tools:** SQL server 2008, SQL Reporting Services 2008.
- **Other programs:** Microsoft Office (MS Project, Visio, Word, Excel, PowerPoint)

Linguistic skills:

- **Arabic:** Written and spoken fluently
- **English:** Written and spoken fluently

- **French:** Written and spoken fluently