

Mira El-Koussa

Technical Project Manager

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Experienced Technical Project Manager with over 5 years of expertise in leading and delivering digital projects on time and within budget. Skilled at defining technical requirements, creating detailed project plans, and consistently communicating progress through written and verbal updates to stakeholders. Proficient in leveraging project management tools such as MS Project, Jira, and Zoho Projects to track progress and ensure alignment with project goals. Demonstrated success in managing cross-functional teams to execute complex projects while upholding high standards of quality in software delivery.

— Skills —

- Project Management
- Time Management
- Budget Management
- Training and Coaching
- Risk Management
- Team Leadership
- Detailed Oriented
- Problem Solving
- Communication

— Professional Experience —

Technical Project Manager | Layout International

May 2019 – Present

- Plan, execute, and deliver digital projects successfully, ensuring they are completed on time and within budget.
- Define the project scopes and technical requirements for a successful deployment.
- Manage a team of 8 cross-functional members to deliver multiple large-scale technology projects successfully.
- Develop detailed documentation that clearly defines the project plan, key deliverables, and associated timelines.
- Deliver clear and concise written and verbal communications to stakeholders, including weekly status reports, dashboards, and regular updates on project progress.
- Leverage Jira, MS Project, and Zoho Projects to establish project plans, define goals, and ensure regular updates on project progress.
- Mentor, guide, and coach project team members, empowering them and supporting their professional development.

Solutions and Products Developer | ESRI Lebanon - Founded by K&A

May 2018 – April 2019

Appointed by Khatib & Alami's senior management to fulfill technical resource gaps and oversee project records at ESRI Lebanon.

- Configure web-based applications using ArcGIS Cloud Solutions.
- Engage with clients to deliver demonstrations, training sessions, and prototypes.
- Prepare and deliver technical presentations and proposals to effectively communicate solutions.
- Design, create, and maintain databases to support the application's functionality.
- Conduct and perform map creation, development, and publishing activities

Solutions and Products Developer | Khatib & Alami C.E.C

July 2015 – April 2018

- Install, configure, and update GIS solutions
- Conduct engaging demonstrations, provide comprehensive training, and develop prototypes to showcase the capabilities of the solutions.
- Prepare technical presentations, documentation, and end-user manuals.
- Prepare Testing & Acceptance Plans for UAT
- Produce and publish GIS data maps, perform spatial analysis using SQL and spatial queries.
- Create, convert, and implement Geodatabases and SDE data.

— *Education* —

University of Balamand Class of 2015	MS in Computer Science - Information System
Lebanese University Class of 2013	Master 1 in Business Computing
Lebanese University Class of 2012	BS in Business Computing

— *Languages* —

- Arabic, Native
 - English, Full professional
 - French, intermediate
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— *Workshops and Volunteering* —

- GIS Day 2018 - Speaker
- GIS Day 2017 – Speaker
- GIS Day 2016 – Speaker
- Lebanese Red Cross