Silvana Aridi

Senior Project Manager

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Career Summary

More than 5 years of experience as a Project Manager and Quality Assurance Analyst in the web and software development industry, with an educational background in Business Administration.

Work Experience

Senior Project Manager
Jan 2024 - Present

Born Interactive - Beirut, Lebanon

- Planning, directing, and managing the entire project development lifecycle.
- Implementing and managing project changes to achieve the desired outputs.
- Defining the scope, objectives, and deliverables of every project.
- Developing project plans and defining tasks and resource requirements.
- Scheduling project timelines and tracking project deliverables.
- Conducting live and virtual meetings with customers to present project progress and suggest enhancements.
- Conducting project evaluations to assess and validate the effectiveness of pricing strategies and work methodologies
- Identifying potential risks and defining risk mitigation strategies.
- Creating and presenting reports on project progress, issues, and solutions.
- Overseeing all facets of the quality assurance processes.
- Ensuring optimal business practices and methodologies are enforced across all projects.
- Managing project budgets and resource allocation.
- Developing and implementing new processes to enhance departmental efficiency.
- Collaborating with in-house stakeholders to streamline interdepartmental efforts.
- Developing and continuously reviewing forecasts.

Project Manager
Jan 2022 - Dec 2023

Born Interactive - Beirut, Lebanon

- Planned, directed, and managed the entire project development lifecycle.
- Implemented and managed project changes to achieve the desired outputs.
- Defined the scope, objectives, and deliverables of every project.
- Developed project plans and defined tasks and resource requirements.
- Scheduled project timelines and tracked project deliverables.
- Conducted live and virtual meetings with customers to present project progress and suggest enhancements.
- Identified potential risks and defined risk mitigation strategies.
- Created and presented reports on project progress, issues, and solutions.
- Collaborated with in-house stakeholders to streamline interdepartmental efforts.
- Participated in quality assurance processes.
- Ensured company standard practices and methodologies are enforced across all projects.
- Managed project budgets and resource allocation.
- Developed and continuously reviewed forecasts.

Date of Birth

18 November 1999

Nationality

Lebanese

Skills

Agile Project Management

Quality Assurance

Client Relations

Budgeting

Project Planning

Teamwork & Collaboration

Associate Project Manager   Feb 2021 - Dec 2021

Born Interactive - Beirut, Lebanon

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- Developed project plans and defined tasks and resource requirements.
- Scheduled project timelines and tracked project deliverables.
- Collaborated with in-house stakeholders to streamline interdepartmental efforts.
- Participated in quality assurance processes.
- Ensured company standard practices and methodologies are enforced across all projects.
- Managed project budgets and resource allocation.
- Developed and continuously reviewed forecasts.

Quality Assurance Associate   Oct 2020 - Jan 2021

Ecomz - Beirut, Lebanon

- Participated in Agile sprint planning and preparation.
- Conducted quality assurance audits of the CMS product, including the introduction and integration of new features.
- Ensured adherence to quality assurance measures and testing standards throughout the development lifecycle.
- Defined test strategies including performance testing, negative testing, compatibility testing, and environment management for different products.
- Designed test cases for verification and validation of marketing requirements.
- Liaised with various stakeholders to analyze and document system/project requirements.
- Implemented and maintained test-driven development.
- Assisted in troubleshooting operating issues.
- Tracked outstanding bugs and created relevant reports.

Merchant Success Executive   Jan 2020 - Sep 2020

Ecomz - Beirut, Lebanon

- Set up the online store for clients using built-in templates: products, shipping methods, payment gateways, SSL certificates, etc.
- Managed the existing e-commerce websites.
- Provided customer training and knowledge transfers.
- Created manuals and email templates to explain workflows and processes.
- Liaised with multiple in-house stakeholders to streamline interdepartmental communication.
- Ensured high-quality customer service and support.
- Maintained up-to-date knowledge of the latest e-commerce trends.

Education

BBA, Business Administration and Management   2017 - 2019

University of Balamand - Aley, Lebanon

Software

Microsoft DevOps

Microsoft Office Suite

Jira

Slack

Languages

English

Arabic