

Hossam Nasr

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Summary

Offering excellent project management, multi-tasking and communication skills to coordinate multiple, concurrent projects with competing demands. Ability to make sound decisions in high-pressure settings and utilize analytical problem-solving skills to troubleshoot and resolve issues. With a long experience in training I have worked in different programs with different companies and organizations; these programs had different scopes and different client profiles. I have also been involved in the activities of NGOs and community development organizations. In my recent Past position, I worked in Ideospace company as a coordinator. I also had the chance to interact with the WISE Project and USAID.

Education and Training

Assiut University | Bachelor of Science Engineering

- Major in Mechanical Engineering
- Minor in Mechanical Power

Stanford University | Online | Certificate

Technology for Accountability

Experience

PROJECT COORDINATOR | 03/2019 to 10/2020

IDEASPACE - Egypt

- Contributed in planning and executing Fanni Mobtaker II Competition.
- Assessed, monitored and reported on work progression.
- Participated in strategic planning sessions for designing training programs, events and competitions.
- Evaluated, monitored and reported on work progression, while ensuring all tasks were conducted in compliance and in line with man-hour budget.
- Set project goals and schedule with owners and team members.
- Produced status reports for customers and senior management.
- Prepared presentations for senior staff members detailing project scope, progress and results.
- Implemented procedural updates to correct deficiencies and improve operations.
- Documented all labor hours and budget expenses for projects.
- Discussed proposals with interested parties such as vendors, contractors and facility review boards.
- Managed work streams for both routine and special projects simultaneously.
- Monitored and coordinated all facets of corporate events, including budget management, venue selection, transportation and entertainment.
- Coordinated with The Department of Vocational Education and The WISE Project funded by USAID to plan, execute training programs and competitions.

INNOVATION CLUBS COORDINATOR | 01/2019 to 09/2020

IDEASPACE - Egypt

- Provided Technical support to Vocational Students working on different machines, such as CNC, Laser Cutter and 3D-printer.
- Provided Technical Assistance to Students working on different practical projects.
- Consulted the Innovation Clubs in the innovations and ideation process.
- Trained teachers and students in five vocational schools in Aswan on some new aspects in innovation, entrepreneurship and technology that can help maintain continuous development.
- Followed up on the progress with the Innovation Clubs and made sure they were sticking to the plans and events agreed on with them.
- Created agendas and communication materials for team meetings.
- Recognized by management for providing exceptional customer service.
- Improved customer satisfaction by finding creative solutions to problems.
- Improved operations by working with team members and customers to find workable solutions.
- Performed site evaluations, customer surveys and team audits.

REPRESENTATIVE | 06/2018 to 02/2020

FasterCapital - Egypt & Dubai

- Cultivated long-term relationships with clients.
- Executed updated marketing plans to increase branding exposure, customer traffic and sales.
- Represented FasterCapital in conferences, events and activities all around Egypt.
- Promoted the company's products resulting in increased customer retention and loyalty.
- Networked to build client base and promote Online Incubation to new and existing startups among the entrepreneurship community.
- Promoted a technical virtual campaign for Arab girls through the entrepreneurship program all around the Arab world.

TEAM MEMBER | 04/2017 to 12/2018

مشروعنا بالعقل نبدأ - Upper Egypt

- Trained new employees on managing trainees and to support team efficiency.
- Organized and held regular cultural salons.
- Coordinated work across disciplines to handle project needs, extend the company's branches in Assiut, Sohag and Aswan and meet timelines with optimal efficiency.

TRAINER AND REPRESENTATIVE | 11/2016 to 03/2017

Professional Academy Organization - Egypt

- Documented participant attendance, engagement and progress.
- Delivered instruction on broad range of topics, integrating audio-visual presentations and training materials.
- Developed and coordinated training to help individuals pass The PMP (Project Management Professional) test.

Co-FOUNDER | 04/2016 to 01/2017

Eng.X startup - Egypt

- Collaborated with company partners to develop and actualize strategic plans to advance company's mission and objectives and to promote company's growth.
- Monitored business trend forecasts and adjusted budgets and operational plans to maximize growth and opportunities.
- Implemented established vision to standardize procedures and keep operation agile for dynamic conditions.
- Negotiated key initial contracts and established plans to formalize structure and support growth.
- Mitigated engineering skill gaps between the theory and the practice during work by providing work experience to fresh graduates.

FACILITATOR | 03/2016 to 06/2016

Youth and Development Consultancy Institute, Etijah - Egypt

- Helped new volunteers to understand their role and strengthen their knowledge and skills to have their opportunities in organizations and NGOs.
- Created and delivered engaging and persuasive workshops that encouraged trainees to participate in voluntary work.
- Eliminated learning gaps and effectively instructed students utilizing wide variety of innovative teaching aids and motivational and implementation strategies.
- Promoted branding initiatives by planning and organizing events and new volunteer programs.

CO-FOUNDER AND SOUND TECHNICIAN | 03/2013 to 04/2015

Initiative of Sa'aida Online Radio

Initiated with a group of young entrepreneurs the establishment of an independent online radio station targeting young listeners. The targeted audience was listeners in upper Egypt region.

- Set up for recording sessions through choosing appropriate microphones.
- Operated control consoles to regulate volume levels and sound quality.
- Separated various sounds and remixed during post-production stage.
- Utilized recording equipment to record music and speech.
- Repaired and maintained audio equipment, such as mixers, microphones, amplifiers and switching devices.

CO-FOUNDER THE LOCAL COMMUNITY | 03/2013 to 09/2014

AIESEC Assiut - Assiut, Egypt

- Created with a group of university colleagues a Local Community to partner with the international organization AIESEC to represent it in Assiut.
- We contacted the regional office of AIESEC to be their representatives in Assiut.
- We facilitated the procedures to get the official and university approvals to organize activities and functions representing AIESEC.
- Managed the talent development team responsible for the training, motivation and development of the team members.

Skills

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| <ul style="list-style-type: none">• Business operations• Administrative support• Team management• Team building• Team coordination• Stakeholder relationship management• Schedule oversight• Scheduling and calendar management• Process improvement• Operational improvement• Organization• Planning and coordination• Event coordination• File and data retrieval systems• Problem resolution• Supervision• Relationship development | <ul style="list-style-type: none">• Learning and Adapting fast• Systematic and Organized• Strategic Thinker• Energetic• Proactive• Responsible Individual• Work Under Minimal Supervision• Multi-Tasking• Analytical Thinking• Punctual• Disciplined• Communications• PowerPoint presentations• Diligent• Troubleshooting Skills• Knowledge in:
Solar Photovoltaic, Renewable Energy, CNC and 3D Printers. | <p>Computer Software</p> <ul style="list-style-type: none">• MS Office• Trello• Notion.so• Monday.com• N+ / Routers / Switchers• Linux• Microsoft project• Adobe InDesign• Familiar with
Slack, Asana, and G-Suite• Cisco WebEx / Zoom / Skype /
Ms. Teams / Google Forms /
Google Hangouts Meet <p>Language Skills:</p> <ul style="list-style-type: none">• Mother Tongue: Arabic.• V. Good command of both
written and spoken English. |
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