**Hussain Aljassim**

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**Project Coordinator • CAD Designer • Digital Marketer**

**Project Management | Project Planning | Digital Marketing | Technical Drawings | Business Administration**

A Management Information System graduate poised to transition current skillset and academic qualifications into a professional career within the industry. Ability to unlock and add value to all aspects of projects by undertaking feasibility studies and handling a portfolio of responsibilities to launch process improvements and support the delivery of client programs. Committed to influencing partnerships and teams while negotiating and being persuasive with decision-makers. Analyses data while gaining the autonomy to have informed conversations about delivery plans aligned with broader business change plans. Competent in delivering effective program outcomes for services while managing internal and external delivery risks.

**CORE COMPETENCIES**

**Project & Operational Management | Market Research & Analysis | Financial Controls – Budgets & Costings**

**Project Lifecycle | Multi-Partner Delivery Programmes | Quality Standards | Business Requirements |**

**Bidding & Tenders | Business Transformation Projects | Risk Management | Client Management**

**CAREER HIGHLIGHTS**

* **Prioritized workloads** – collaborated with 100+ designers and neighborhood maintenance divisions at Abqaiq Saudi Aramco.
* **Coordinated an Arch design project from inception to completion** while creating technical drawings using AutoCAD.
* **Assisted the Contract Manager with the development** of operating procedures and the creation of safety procedures.
* **Increased social media ROI by 275% and digital marketing lead generation by 124%** for one specific client project.

**WORK EXPERIENCE**

**Organization: SRACO (Aramco Contractor) | Dates: 2014 – Present**

**Position: Design Project Coordinator**

* Utilized effective consultancy support by coordinating an Arch design project through the full project lifecycle.
* Created technical drawings and developed project application procedures using available systems.
* Supported the continuous review of architectural engineering design projects for review and approval by qualified auditors
* Worked with multi-skilled teams and the Project Manager to mitigate disruption and reduce delays to projects.
* Prioritized and managed the changes to scope and timescale to bring the program in on time and under budget.
* Identified project risks and reported financial discrepancies to stakeholders to influence the decision-making progress.
* Drove improved program performance – led communication and created technical drawings to contribute to planning.
* Managed bidding and tendering *requests for new* projects – established early budgets, estimating, and cost planning.

**Organization: Self-Employed | Dates: 2019 – Present**

**Position: Digital Marketer**

* Launched on freelance marketplaces – created campaigns to drive market share in emerging segments of platforms.
* *Executed cross-channel digital and product campaigns to generate sustainable leads and build a robust sales funnel.*
* *Managed audiences and target groups by building keyword research to support digital campaigns for clients.*
* *Implemented A/B testing and analytical tools to analyze data and refine strategies to optimize performance.*
* Implemented strategies to remove underperforming services; shifted customers to other profitable products and services.
* Increased market penetration on the platform and increased sales through paid promotions and social media engagement.
* Oversaw continuous platform growth – achieved YoY growth through upselling and repeat client orders to maximize revenue.

**ADDITIONAL ROLES**

**Organization: OSS Employee Contractor (Saudi Aramco) | Dates: 2007 – 2012**

**Position: CAD Designer**

* Strategically supported project requirements to produce and develop CAD drawings for engineering projects.
* Led the strategic formulation, planning, allocation, and delivery of 2D and 3D technical designs using AutoCAD.
* Prepared feasibility, quotations, and estimates – implemented remedial solutions to realign deliverables to meet targets.
* Built upon existing practices to deliver against project commitments in compliance with quality and performance metrics.

**Organization: Pre-Engineered Buildings (Master Design Group | Dates: 2005 – 2007**

**Position: CAD Detailer**

* Produced new and existing drawings as a pre-Engineered Buildings (Master Design Group) CADD Detailer.
* Worked closely with the Lead Engineer to reduce inefficiencies and ensure designs reflected the final drawings.
* Prepared CAD drawings based on customer and/or sales specifications:
* *Attended design team meetings as required to highlight, progress, and resolve outstanding information.*
* *Prepared layouts and scaled drawings for construction.*
* Performed all relevant administration functions to drive the continuous improvement of delivery and relationships.

**EDUCATION**

**BSc in Management Information Systems – Prince Mohammed Bin Fahd University 2016**

**Diploma in computer Sciences – New horizons 2003**

**PROFESSIONAL DEVELOPMENT COURSES**

**Digital Marketing by General Assembly Institute** – MISK Academy **2019**

**How to Make Business Study Plan** – Al Sharqiah Chamber **2019**

**Small Project Management** – Saudi Electronic University **2018**

**Professional Digital Marketing** – Saudi Electronic University **2018**

**Electronic Commerce** – Saudi Electronic University **2018**

**Journey Through Entrepreneurship by Wa’ad** – Saudi Aramco **2016**

**SOFTWARE PROFICIENCIES**

* Microsoft Oﬃce – Word, Excel, PowerPoint, Access, Projects, SharePoint, Outlook.
* Digital Marketing Tools, Google Ads, AdWords Editor, Social Media Marketing
* Cloud-Based Software – Google Workplace (Sheets, Slides & Documents), Dropbox, CRM Databases, eReview System.
* Microstatin, AutoCAD, , Adobe Creative Cloud – Photoshop, Illustrator, Teams, Zoom, Skype.

**TECHNICAL PROFICIENCIES**

* General Data Protection Regulations (GDPR), Standard Operating Procedures (SOP), Target Operating Model (TOM).
* Risks, Assumptions, Issues & Dependencies Reporting (RAID), Project Management Operations (PMO).
* Lifecycle Methodologies, Agile Methodologies, Health & Safety, Hazard Effect Management Process, Occupational Health.

**ADDITIONAL INFORMATION**

Languages: Arabic & English | Full Driving License | Willing to Travel | Remote & Onsite Working | References on Request