

Jane Man
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Summary of Qualifications

- Over 8 years of work experience in designing, delivering, and facilitating programs for a diverse population
- Over 10 years of experience in projects planning, execution, evaluation, and documentation; demonstrated ability to achieve contract deliverables and goals
- Highly experienced and skilled in building partner relationships including communicating with clients, coworkers, students, and stakeholders with different individual and cultural backgrounds
- Strong problem-solving, analytical, and organizational skills, implementing innovative strategies to overcome constraints
- Exceptional written and verbal communication skills; Fluent in English, Farsi, Kurdish, and an intermediate level of French
- Proficient in Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook
- A Bachelor of Business Administration in Project Management

Work Experience

Marketing Manager Assistant

May 2020 – Mar. 2022

GBO Enterprises Ltd. | Vancouver, BC

- Fostered collaboration on the construction business promotion by introducing the business to potential customers and maintaining a relationship with existing customers.
- Conducted research and prepared exclusive proposals for clients.
- Optimized social media advertising based on clients' needs and posted company news which increased the company's visibility by 20%.
- Developed presentations for upcoming events, training workshops, and industry talks that promoted the company's portfolio.

Post Construction Cleaning Team Manager

Feb. 2020 – May 2020

Gardenia Home Construction Company. | Vancouver, BC

- Led the team to achieve the stakeholders' goals and quality requirements while acting as a team member.
- Specified the safety priorities in working with different materials by following the company's work safety procedures.
- Planned the work by identifying the tasks, scheduling, and briefing the team members.
- Supervised work performance while acting as a team member to ensure quality and time requirements.

Data Entry Processor

Dec. 2019 – Feb. 2020

WPIC | Vancouver, BC

- Collected and processed data from different sources by conducting comprehensive research.
- Categorized data based on the requirements to manage data efficiently.
- Added collected data and documents to file records and created new records to support the filing needs.

Work Experience Continued

Automobile Parts Production Engineer & Manager

Jan. 2007 – Mar. 2019

SAPCO- Supplying Automotive Parts Company | Tehran, Iran

- Managed production projects of auto interior and exterior trim parts throughout the projects' life cycles from the initiation up to one-day production as the projects' closure applying Agile-Waterfall Hybrid Model.
- Verified suppliers' qualifications, negotiated the projects' prices with them, and provided the related reports to top managers.
- Audited the suppliers' production sites to ensure a sustainable and stable production process also meeting the time schedules as required by the stakeholders.
- Suggested innovative technical solutions to the suppliers to meet the standards and the stakeholders' requirements.
- Suggested improvements in the designs of the parts and reduced the production expenses related to car seats, dashboards, and door panels.
- Developed efficient and innovative technical solutions to resolve a wide range of auto parts production problems.
- Approved the initial part samples based on the parts test plans and documented the reports as later references.
- Held workshops and classes to instruct technical solutions to the related production issues, and suppliers' communication styles.

Education Administrator and Teacher of EFL and ESP

Nov. 2010 – Aug. 2018

SAPCO Graduate School and Practical Science University | Tehran, Iran

- Conducted regular meetings with department team members to work on curriculum planning and assessment methods and provided reports to the manager.
- Networked with other educators to promote awareness of advanced teaching practices and development of current skills as well as equal inclusion of learners with different backgrounds.
- Involved in teacher admissions, and placement of adult experts as learners/students.
- Designed Curriculum, developed and implemented daily lessons as a teacher for 90 students.

Education

Bachelor of Science, Business Administration- Project Management

2022

Yorkville University | New Westminster, BC

Diploma, Business Management and Digital Marketing

2019

Vancouver Career College | Vancouver, BC

Bachelor of Science, Manufacturing and Production Technology Engineering

2017

Recognized as equivalent to a Canadian B.Sc. in Manufacturing and Production Engineering by WES.

Master of Arts, Teaching English

2017

Recognized as equivalent to Canadian MA in TEAFL by WES

Community Engagement

Volunteering at the ILCS (the immigration link center society- F.B.) | Coquitlam, BC.

2019 – 2020

Member and administrator of SAPCO Charity Organization | Tehran, Iran

2010 – 2019