



# FAHIM MOLEDINA

## Credential and Project Portfolio

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## Credentials

- MBA (In progress), Heriot-Watt University (Expected 2021)
- BComm Accounting, Athabasca University (2009)
- BA Economics, University of Alberta (2006)
- PMP, Project Management Institute (2012)
- PMI-ACP, Project Management Institute (2020)
- PMI-PBA, Project Management Institute (Exp. 2020)
- Certified Professional Agile Marketer, IC Agile (2019)
- Change Practitioner Certification, PROSCI (2018)
- Master Six-Sigma Black Belt, Expert Rating (2015)
- Six-Sigma Black Belt, 6Sigma Study (2013)
- Scrum Master Certification, Scrum Association (2019)
- Product Owner Certification, Scrum Association (2019)
- Change Management Specialist, MSI (2015)
- Executive Management (Coach) Certified, MSI (2015)
- Strategic Organizational Leadership Certified, MSI (2015)
- SOX (Sarbanes Oxley Act) Certified, MSI (2015)
- Digital Marketing Certified, SM- Study (2019)
- Data Visualization Certification, Freecodecamp (Expected- 2020)
- Javascript Algorithms and Data Structure Certification, Freecodecamp (2019)
- Various CX/UX Certificates, IDX (Interaction Design Foundation) (2019)
  - The practical guide to usability
  - Information Visualization
  - Design Thinking
  - Become a UX Designer from Scratch
  - UX Management: Strategy and Tactics
- User Analytics and Data Visualization Bootcamp, Newcomp Analytics (2017)
- IBM Cognos TM1 Reporting, Newcomp Analytics (2017)
- SQL Querying and Managing Data, Khan Academy (Self-taught advanced SQL) (2015)
- NAIT Leadership Courses (2019)
  - Becoming a Master Instructor
  - Change Management
  - Team Leadership
  - Performance Enhancement
  - Communication for Leaders
  - Human Resources
  - Employee Lifecycle
  - Collective Agreements
  - Human Resources (Senior Level)
  - Ability Management
  - Data Management

# PROJECTS

## Opti-Syn Consulting

- As principal I lead various small projects. My engagements were not overly complex but took careful planning and most dealt with generating reports or strategic plans as well as recommending refinements to process that were all confidential. Industries I provided support to included:
  - Waste management (Assisted on proposals, strategic plans and recommendations on growth opportunities)
  - Healthcare (Provided process improvement and growth recommendations to a dermatologist clinic and assisted in forecasting growth and questioning assumptions of external scans)
  - Retail (Online boutique sneaker businesses)
  - Construction (Consulted with one company in regards to estimating, estimating process, project management practices for emergency repairs)
  - Software and web development, content production and UX analysis (Consulted and recommended software solutions to multiple organizations, adjusted web-sites for more engaging content)
  - Auto-body Repair (Refined processes for a business and independent contractor to grow business and provided recommendations to improve customer experience.)

## NAIT

- Led transformation efforts of the Marketing and Communications team through an operational improvement plan leading change management plans and implementation.
- Evaluated the feasibility of operational changes requested by a previous contractor and led the implementation of 12 of 14 recommended initiatives each with its own project plan.
- Collaborated with a team of 3 on the selection and presentation of an enterprise wide Digital Asset Management (DAM) system through NAIT's Capital Asset, Information Technology and Executive Committee with a focus on meeting requirements for budget, usability, scalability, automation, integration of other software (optimizing application-stack), workflow efficiencies and increase of self-help tools.
- Leveraged existing software to improve efficiencies and became the technical expert for the departments project management software implementing additional modules and upgrades which included identifying and engaging stakeholders, change control plans, identifying requirements, developed a implementation plan, trial and testing, configuration, documentation and training. I also activated feedback and made adjustments on these lessons learned.
- Led the implementation of implementing agile methods across 3 of 4 teams while integrating the fourth team in department wide initiatives. Advised management and staff on agile journeys
- Created and adjusted workflows to optimize work and reduce waste:
  - Automated incoming work requests with existing project management system allowing for faster prioritization of tasks and projects.
  - Created a short and long form client request form (used by Marketing, Corporate Communications, Web Development, Brand and Visual Design) automating tasks and onboarding of projects.
  - Instilled a customer first mindset in working with clients through large changes to onboarding of work and increasing transparency to clients as part of agile practices.
  - Designed an automated-standardized survey to allow for customer feedback and provide lessons learned in project retrospectives.
  - Reduced work in progress (WIP) to reduce life-cycle of deliverables and focus on value delivery.
  - Drove transformational change within the department with experimentation, increased transparency across teams and iterative work processes
- Generated a strategic prioritization framework for the department gaining consensus from management for use.
- Facilitated sessions to develop strategic plans that are actionable, measurable and could hold teams accountable.
- Led systems thinking sessions for management and teams within the Marketing and Communication department.
- Directed the implementation of standardized user-story estimation and lessons learned and facilitated adjustments needed
- Managed and implemented an automated time tracking system to measure ROI for large campaigns for the Marketing Team
- Leader in promoting digital transformation to save over \$1.9 million over two years as led budgeting and forecasting efforts working with management to implement efficiencies.
- Member of multiple leadership committees including chair of marketing and communications project management committee, enterprise risk management, capital, health and safety, digital transformation (print solutions), industry solutions marketing and communications, financial sustainability and presidents council.

## **GFL**

- Established cost-saving measures with District Manager in downturn to save over \$2.5 million in Northern Alberta hauling operations.
- Key contributor in capturing over \$2.5 million of work in pursuing proposals and partner agreements
- Facilitated six-sigma and lean principles in Material Recycling Facility with plant manager (MRF) to eliminate unneeded processes, aligning KPI's and inventory model, tracking Material Recycling Facility (MRF) repair and maintenance increasing efficiencies
- Directed the cost-control and provided oversight of schedule and procurement activities of a \$5 million upgrade of a Material Recycling Facility (MRF)
- Led the review of the month-end financial process to reducing the duration by over 40% (Target when I was hired)

## **Westmoreland Coal**

- Developed processes to track inventory for commodities in transit to recognize over \$5 million of inventory.

## **Valard**

- Developed and presented 3-year strategic plans to executives of parent company (2012-2013) (Included Capital and Annual Budgets, Forecasts, Marketing, Researching trends in the market, Risk Assessment, Procurement).
- Streamlined Project Services operations to save approximately \$2.7 million annually
- Led over 20 construction projects including transmission powerline, distribution powerline, substations and fiber-optic plow construction.
- Integrated horizontal directional drilling (HDD) line of business into the great Valard line of businesses to gain synergies.
- Established a Work Breakdown Structure aligned with multiple general ledgers, integrating operations and finance across multiple organizations allowing for integration with operations and finance.
- Various Business Analysis initiatives performed for stakeholder management, requirements gathering, control and monitoring, solution implementation and evaluation.
- Led multiple IT projects and initiatives including designing software for project operations through the full software development life cycle, data-warehousing, and software upgrades. Playing various roles including product manager, senior technology officer, and senior business analyst.
- Successfully managed over \$300 million of total projects safely on time and budget consistently and leader in over \$1.5 billion worth of projects.
- Trained project accountants, project managers, and project controls specialists on project budgets and forecasts increasing financial literacy across the organization.
- Led the purchase and integration of multiple acquisitions allowing for growth of company.