

ASMA TAVANGAR

PROJECT MANAGER | OPERATIONS

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SUMMARY

Results-driven Project Manager and Operations professional with a background in Computer Engineering and UX Design. Experienced in leading cross-functional teams, managing large-scale events, and driving platform operations from concept to execution. Combines technical fluency with strong leadership and organizational capabilities to deliver practical, scalable outcomes in fast-paced environments.

EXPERIENCE

PAYA PLATFORM

06/2025 – Present

Operations & Project Manager

- Lead overall strategy, operations, and execution for Paya, a resilience-focused digital platform, supporting the team through early-stage growth and public launch.
- Represented Paya at GITEX 2025, one of the world's largest tech events — managed the full exhibition booth, coordinated platform demonstrations, and delivered presentations to international audiences.
- Coordinated cross-functional operations across product, content, and outreach, ensuring alignment between platform vision and day-to-day execution.
- Built operational processes and documentation to support scalable growth from an early-stage foundation.

UXSHIRAZ CONFERENCE

10/2024 – 05/2025

Project Manager (Event Organizer)

- Led end-to-end project management for one of the largest UX conferences in Iran, serving 500+ attendees with 20+ international speakers.
- Built and managed full project timeline, task breakdowns, and execution schedules across all conference phases.
- Coordinated and managed a volunteer team of 15 members, overseeing task allocation and on-site operations throughout the event.
- Managed international communications and partnerships with UX experts and speakers across multiple countries.

AYTEN FZCO

01/2024 – 01/2025

Assistant Project Manager

- Led digital tools integration projects that accelerated project delivery speed by 30–40%, streamlining workflows across teams.
- Managed scheduling, meeting facilitation, and project documentation to support senior management and cross-functional execution.
- Assisted in streamlining business operations processes, gaining hands-on exposure to cross-functional workflows.

KHONYAGAR INSTITUTE

02/2023 – 05/2023

UX Researcher

- Conducted user interviews and usability testing sessions to generate actionable insights for product design decisions.
- Synthesized qualitative research findings to optimize user experience across digital touchpoints.

ARMAN FANAVARAN PARS RAYANEH

04/2021 – 04/2023

UI/UX Designer

- Designed user interfaces and optimized user experiences for web and mobile applications, enhancing usability and engagement.

- Conducted user research and usability tests, translating findings into design decisions that improved user satisfaction and interaction quality.

SHIRAZ UNIVERSITY OF TECHNOLOGY

06/2022 – 08/2022

Intern

- Contributed to computer engineering research projects, supporting technical analysis and academic documentation.
- Collaborated with faculty and graduate researchers in a structured university research environment.

EDUCATION

Rochester Institute of Technology in Dubai

2025 – 2027

MSc in Organizational Leadership and Innovation

PGU University

2019 – 2023

BSc in Computer Engineering (Software Engineering)

CERTIFICATIONS

- Advanced ISO/IEC 27000 ISMS Implementation – TUV Academy (2022)
- CITI Human Subjects Research (Community Members) – CITI (2024)
- Design Thinking – HP Life (2022)
- UI/UX Design – Amirkabir University of Technology (2022)

SKILLS

Project & Operations Management • Strategic Planning • Agile & Scrum • Risk Management

Stakeholder Communication • Cross-functional Team Leadership • Workflow Optimization

User Research • Usability Testing • Design Thinking

Tools: Notion • Monday.com • Jira • Trello • Google Workspace • Microsoft Office • Figma • Adobe XD

Languages: Persian (Native) • English (Advanced)

PUBLICATIONS

- Enhancing Fairness in Diabetes Prediction Systems through Smart User Interface Design (2025)
- Investigation of Security Issues in NoSQL Databases (2022)
- "This Story Is Endless" – Short Story Book (2021)

VOLUNTEER EXPERIENCE

Teaching Assistant – Automata Theory | PGU University

- Supported course coordination, mentored students, and assisted in managing academic activities.

Volunteer Mathematics Instructor | Darolakarom Charity, Shiraz, Iran

- Planned and delivered educational sessions for underprivileged students; managed class schedules and learning activities.

Volunteer Coordinator | Shiraz Nursing Home, Shiraz, Iran

- Led volunteer teams, managed task allocation and on-site operations for a community care facility.