

Amine El Mourabit

Ottawa, Ontario K1N 8P5
(613) 790-6392

elmourabitaminee@gmail.com
<http://www.linkedin.com/in/amine-elmourabit>

September 30, 2024

Re: Project/Program Manager

Dear hiring manager,

I am excited that my profile has captured your interest. My name is Amine, and I am a permanent resident based in Ottawa. With significant experience from a renowned U.S.-based consultancy specializing in emerging markets, along with my background and passion for international development, I am confident in my ability to excel as a project/program manager. Please find my resume below, which highlights my relevant experience for your consideration.

In my previous role as a Project Manager, I led projects in agribusiness and Temperature Controlled Logistics (TCL), working with producer groups including co-operatives and associations, to facilitate access to TCL services and modular solutions that helped reduce post-harvest losses and increase their income. I have also worked in the animal rendering sector, collaborating closely with stakeholders in livestock and animal feed industries. This experience honed my skills in project management, overseeing cross-functional and cross-cultural teams and clients. My attention to detail and results-oriented approach have been instrumental in driving project success. These qualities, combined with my ability to prioritize tasks and work efficiently under tight deadlines, enable me to consistently deliver high-quality outcomes. I am dedicated to fostering strong relationships with clients, beneficiaries, donors, and stakeholders to ensure seamless communication and program success. I am a fast learner, and my research skills allow me to find solutions quickly and efficiently. I thrive in team environments, working collaboratively with colleagues and partners to achieve results.

Furthermore, I have consistently supported the Business Development department by initiating business development leads, drafting technical and commercial proposals, screening profiles for industry-specific experts, and more. My experience includes extensive independent engagement with a wide range of organizations, demonstrating my ability to deliver results in diverse business environments. I am also comfortable with frequent travel, both locally and internationally, as required by this role.

I am enthusiastic about the opportunity to join your team and contribute to the diverse programs and mandates of your organization. Please feel free to reach out to discuss in detail how my skills and experience can benefit your organization.

Best regards,
Amine

SUMMARY

- Trilingual project manager and fast learner committed to driving socio-economic development for private and public sector organizations, with a proven track record across eight countries: Morocco, Senegal, Liberia, Côte d'Ivoire, Benin, Kenya, Burundi, and Cambodia
- Six years of international project development experience with a U.S.-based consultancy, facilitating both small-scale and multi-million-dollar solutions through on-the-ground missions in Benin and Burundi
- Managed grants averaging USD 300,000 for over 12 projects while engaging with international clients and donors including the World Bank Group (WBG), InfraCo Africa, USDA, USTDA, and USAID
- Technical experience spans various sectors including agricultural trade, temperature-controlled logistics, animal rendering, and natural gas/LNG
- Master's degree in Management Science, with coursework in Project Management, Intercultural Management, Research Techniques, and Logistics
- Currently pursuing the Project Management Professional (PMP) certification

Languages: English, French, and Arabic

Computer/Technical Skills: MS Project, Word, Excel, PowerPoint, TimeCamp, Asana, Slack, and SPSS

WORK EXPERIENCE

Project Manager

LixCap Advisory and Capital, Casablanca, Morocco

June 2021 – July 2024

- Developed project scope, budget, work plan, and timeline, resulting in successful delivery within budget
- Monitored contractual obligations, managed project risks, and escalated issues as needed, resulting in timely project completion and 100% invoice collection
- Trained and supervised a team of four to five Research Analysts, ensuring efficient data analysis and research processes that consistently met project objectives and deadlines
- Prepared and presented project progress reports to executive management, delivering data-driven updates that supported informed decision-making
- Managed various stakeholders, including clients, beneficiaries, donors, and subcontractors, fostering strong relationships and ensuring project alignment and success
- Prepared project close-out presentations and shared lessons learned with the internal team, contributing to ongoing process improvement and team development
- Supported business development by initiating leads, drafting technical and commercial proposals, budgeting, and profile screening, resulting in increased opportunities and competitive proposals
- Managed international industry experts and local consultants to develop tailored solutions, addressing market challenges and driving project success
- Conducted field missions in Morocco, Benin and Burundi, leading over 60 key informant interviews, organizing four workshops, and engaging with ministry leadership and front-line staff, resulting in the implementation of a bottom-up approach using primary data
- Supported HR by developing a pre-selection qualifications-based matrix, conducting interviews, and onboarding new hires, resulting in a 50% reduction in profile screening time and overall time-to-hire

Assistant Project Manager

LixCap Advisory and Capital, Casablanca, Morocco

October 2019 – May 2021

- Directed compliance reviews for project deliverables, including preparing narrative and financial reports and crosswalks in accordance with grant agreements from donors such as the WBG, USTDA, and USDA, ensuring 100% adherence to donor requirements and increasing donor acceptance rate
- Mobilized projects by managing travel logistics and contracting, resulting in smooth project execution

- Developed the research methodology and identified the appropriate research tools, enhancing the reliability of the findings and resulting in actionable insights
- Prepared and reviewed deliverables including Market Studies, Terms of Reference, Standard Operating Procedures, and Requests for Proposals, ensuring high-quality outputs and minimizing client feedback
- Developed economic models to implement engineered solutions and infrastructure that reduced Post-Harvest Loss (PHL), boosted agricultural exports, minimized GHG footprint, enhanced food security, and increased income for national-level producer/exporter groups in Senegal, Benin, Burundi, and Cambodia
- Occasionally supported office administration tasks, facilitating day-to-day operations and contributing to overall office functionality

Research Analyst

LixCap Advisory and Capital, Casablanca, Morocco

October 2018 – September 2019

- Coordinated and documented internal and external meetings by preparing agendas, taking minutes, and tracking follow-up actions, ensuring effective communication and follow-through
- Presented findings in written reports and presentations, effectively communicating key insights and recommendations to stakeholders
- Performed primary and secondary research using ITC Trade Map, FAOSTAT, Euromonitor, and other databases, and developed economic models to analyze and forecast economic behaviors and patterns, including the demand and supply of resources and services
- Conducted qualitative/quantitative assessment through macroeconomic analysis, pattern identification, actor mapping, and benchmarking, leading to actionable solutions in three targeted sectors
- Conducted research on market conditions such as barriers to entry, regulation, infrastructure, pricing, exchange rates, security, and labor market conditions to assess market potential and future trends, leading to the development of targeted business strategies

EDUCATION

Master's degree, Management Science

National School of Business and Management, Settat, Morocco

(Equivalent to a Canadian Master's degree, as determined by World Education Services)

2018

Bachelor's degree, Economics and Management

University Hassan 2nd - Faculty of Law, Economics and Social Sciences, Casablanca, Morocco

(Equivalent to a Canadian Bachelor's degree, as determined by World Education Services)

2016

TRAINING/PROFESSIONAL DEVELOPMENT

Job Search Workshop

World Skills Employment Centre, Ottawa, Canada

August 26, 2024 – August 30, 2024

References available upon request