

SANAA EL BOUMTIRI

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EMPLOYMENT OBJECTIVE

Development Coach facilitator, trainer, project manager, coordinator

PROFILE

- Master's degree in Engineering, Certificate in Professional Coaching
 - + 5 years in project management, + 3 years in coaching
 - Effective communication skills, project management, agile, organizational skills
 - English, French, Arabic spoken and written
 - Computer skills : Word, Excel, PowerPoint, WordPress, AutoCAD
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AREAS OF EXPERTISE

Coaching and Training

- Provided organizational Coaching and training services (change management support, leadership coaching, team cohesion, conflict resolution support, continuous improvement support, collective intelligence).
- Created educational Coaching programs (program orientation development, soft skills development, tutoring, student engagement).
- Supported businesses launch and growth for entrepreneurs (business coaching, mindset coaching, harmony coaching, soft skills development).
- Provided Transitional Coaching sessions (change of position, orientation, hiring support).
- Provided performance Coaching sessions (stress management, soft skills development, goals effectiveness, career development, soft management development).

Project management

- Ensured a continuous improvement plan of the production system.
- Provided assistance and supervision to the technical teams (data management, drawings, technical files).
- Participated in the cost reduction target by improving the production process.
- Performed the activities of the start-up (Ramp Up Curve definition, production tests, daily production monitoring, daily process check and release).
- Improved the production flow as well as the efficiency by optimizing the VSM (Value Stream Mapping).
- Led new projects activities (Perform stopwatch, supervise technical reviews of new machines, define the flow chart of the production, define the number of the operators, produce the samples, perform customer reviews, perform internal and external audits, perform the capacity study).
- Reduced wastes in different work stations (stamping, wilding, assembly, and injection molding).
- Managed engineering changes.
- Improved efficiency and effectiveness of production lines.

WORK HISTORY

2019-2023 **Professional Certified Coach** *Worldwide Freelance experience*

2020-2020 **Lean Manufacturing Engineer** Proma Industry, Kenitra, Morocco

2015-2020 **Project Manager | Engineer** Aptiv Services-EX Delphi, Tangier, Morocco

EDUCATION AND TRAINING

- 2015 ***Engineer in Electronics and Automatic systems***
National School of Applied Sciences, Tangier, Morocco
- 2019 ***Master Professional Certified Coach***
International Coaching Institute, Geneva, Swiss
- 2020 ***CEEN Certified Practitioner***
International Coaching Institute, Geneva, Swiss

VOLUNTEER WORK

- 2022-2023 ***Professional Team Coach***
Social Builder, France