

Biuregh Parseghian

biureghp@gmail.com

Profile

Creative Project Manager with 4+ years of experience managing end to end project execution across cross-functional teams. Skilled in coordinating multiple concurrent work streams, maintaining timelines, and ensuring on time delivery. Experienced in stakeholder communication, workflow management, and proactively identifying risks to keep projects aligned and on track.

Professional Experience

Project Manager, Bexel Studio

Mar 2022 to Present

- Managed end to end execution of web application and digital projects, ensuring timely delivery and alignment with client requirements
- Coordinated cross functional teams including developers and designers to maintain clear communication
- Maintained project timelines, tracked progress, and proactively identified risks or blockers to prevent delays
- Led project intake by gathering requirements, defining scope, and ensuring all assets and information were prepared before kickoff
- Facilitated regular status updates, team check-ins, and stakeholder communication to ensure alignment across all phases
- Organized project documentation, assets, and workflows to maintain consistency and visibility across multiple projects
- Managed multiple concurrent projects, balancing priorities while maintaining quality and deadlines

Project Coordinator / Junior Project Manager, Bexel Studio

Feb 2020 to Mar 2022

- Supported project planning and execution for web-based applications and digital products
- Assisted in tracking timelines, deliverables, and project milestones to ensure smooth execution
- Collaborated with developers and designers to clarify requirements and support workflow coordination
- Monitored project progress and escalated issues to ensure timely resolution
- Maintained organized documentation and assisted in improving internal project workflows

Front End Developer, Caspian Services

Aug 2019 to Feb 2020

- Developed and maintained client websites using JavaScript, HTML, and CSS. Enhanced usability and performance through testing, debugging, and resolving front-end issues.
- Managed updates and tracked issues via GitHub. Documented changes and provided basic application support.
- Delivered responsive web designs to improve user engagement.
- Optimized website performance, resulting in faster load times.
- Collaborated with team members to ensure project alignment.

Education

Bachelor of Computer Engineering

Software Engineering Certificate

Links

<https://www.linkedin.com/in/biureghparseghian/>

Areas of Expertise

- | | | | |
|---|---|---|---|
| <ul style="list-style-type: none">• Project Management• Stakeholder Communication• Software Development Coordination• UI/UX Collaboration• QA & Delivery Tracking• Design Tools: Figma, Adobe Photoshop, Adobe Illustrator | <ul style="list-style-type: none">• Cross-Functional Coordination• Project Intake & Scoping• Front-End (HTML, CSS, JavaScript, React)• Social Media Campaigns• Monday.com | <ul style="list-style-type: none">• Workflow Optimization• Risk & Issue Management• Back-End (Node.js, Express, NestJS)• Figma, Photoshop, Illustrator• MS Office, Google Workspace | <ul style="list-style-type: none">• Timeline & Deadline Management• Agile Workflows• Databases (MongoDB, SQL)• Asset & File Management• Asset & File Management |
|---|---|---|---|