

RABIA KHAN

MULTIDISCIPLINARY PROFESSIONAL | SOFTWARE ENGINEER | SCRUM MASTER | PROJECT MANAGER | DIGITAL MARKETER

929-272-8730 | khan.rab34@gmail.com | [LinkedIn](#) | New York, NY

PROFESSIONAL SUMMARY

Multidisciplinary program manager and career development advocate with hands-on experience supporting student success, building inclusive technical communities, and leading cross-functional projects. Proven track record mentoring underrepresented students in technology, facilitating workshops and events, and designing impactful learning experiences that bridge the gap from education to workforce. Skilled in agile project management, stakeholder collaboration, and leveraging data to enhance program outcomes. Passionate about empowering young women and gender expansive learners to thrive in STEM and committed to creating equitable, engaging, and growth-oriented environments.

EXPERIENCE

Career Mentor; SEO (Sponsors for Educational Opportunity), (Part-time) *New York, New York | Jan 2025 - Present*

- Provide career guidance and mentorship to students from underrepresented backgrounds pursuing careers in technology.
- Mentoring a cohort of students pursuing careers in tech, guiding resumes, interviews, and skill development.
- Collaborating with program staff to align mentorship goals with student career tracks, ensuring a tailored and effective experience.
- Supporting mentees through job application processes and shared industry insights to build their confidence and readiness.
- Provide career guidance and mentorship to students from underrepresented backgrounds pursuing careers in technology.
- Mentoring a cohort of students pursuing careers in tech, guiding resumes, interviews, and skill development. - Collaborating with program staff to align mentorship goals with student career tracks, ensuring a tailored and effective experience.
- Supporting mentees through job application processes and shared industry insights to build their confidence and readiness.

Digital Marketing Apprentice; Acadium (Apprenticeship) *New York, New York | Oct 2024 - Present*

- Contributed to digital growth strategies across two brands by managing content, optimizing SEO, and executing multi-channel marketing campaigns.
- Developed and executed content strategies for websites and blogs to improve SEO and user engagement.
- Wrote ad copy for a research initiative, successfully driving participant recruitment for interviews.
- Conducted competitor analysis and provided strategic insights for digital growth opportunities.
- Managed social media calendars and created branded posts, growing platform engagement and follower count.

Scrum Master; P1Games (Freelance) *New York, New York | June 2024- Present*

- Led sprint planning and roadmap execution across multiple product and engineering squads.
- Managed cross-functional projects involving UX, design, QA, and marketing to improve engagement features.
- Built Airtable and Notion systems to support internal workflow visibility, execution syncs, and status tracking.
- Facilitated retrospectives and continuous improvement rituals, improving team velocity by 25%.
- Coordinated stakeholder feedback loops, prioritizing tasks aligned with quarterly goals.

Software Engineer; WEIGHT WATCHERS (Full-Time) *New York, New York | Sep 2021- Jan 2024*

- Led an accessibility project, adhering to WCAG guidelines, ensuring the site was fully accessible for users with disabilities.
- Collaborated with cross-functional teams to define project scope, goals, and deliverables for initiatives such as site redesign and checkout feature integration.
- Utilized tools like Jira for project management, maintaining project schedules, and tracking development progress.
- Facilitated cross-team communication through daily stand-ups and sprint reviews, ensuring efficient project execution.
- Delivered technical documentation for internal stakeholders and developers, streamlining project processes and ensuring clarity.
- Created detailed technical documentation for other developers in the team and admin audiences, including statements of work, integration documentation, flow charts, and diagrams.
- Tracked and resolved complex technical issues post-implementation and issues that came up during implementation, ensuring a seamless user experience.
- Built front ends for multiple projects, including accessibility features, subscription flows, account settings, checkout redesign, and self-cancellation features

Volunteer

Mentor (Technical Development & Support); City Tutors *New York, NY | July 2024 – Present*

Mentor (Software Engineering & Career Growth); Marcy Lab School *Brooklyn, NY | Nov 2022 – Present*

CORE COMPETENCIES

- **Project Management and Agile Practices:** Project Management, Agile Methodologies, Waterfall, Scrum Master, Cross-functional Collaboration
- **Technical Training & Documentation:** Experience creating technical learning materials, internal documentation, and training guides to empower teams in handling complex features.
- **Technologies:** CSS3 (Flexbox), HTML5, JavaScript, Python, Node.js, PostgreSQL, MongoDB, AWS, Responsive Design, Web Services (RESTful APIs)
- **Tools:** Git, GitHub, Figma, Microsoft Office Suite, PowerPoint, Excel, Outlook, Google, WordPress, Jira, Atlassian Tools, Notion, Canva, Miro, Heroku, Confluence, Asana, Monday.com, Salesforce, Trello, ClickUp, Microsoft Project/Planner
- **Soft Skills:** Communication, Leadership, Problem Solving, Adaptability, Collaboration, Time Management, Project Planning, Attention to Detail

EDUCATION

SCRUM ALLIANCE, New York, New York | [Certified Scrum Master](#), June 2023

CITY COLLEGE OF NEW YORK, New York, New York | **Bachelor of Business Administration and Management**, January 2023

MARCY LAB SCHOOL, Brooklyn, New York | **Software Engineering Fellowship**, September 2021

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, New York, New York | **AS Computer Science**, May 2020