



Abu Bakr Harakat

PROJECT COORDINATOR

Profile

Experienced project management specialist with expertise spanning multiple fields and more than ten years of professional practice in areas including military operations, political campaigns, and information systems.

Employment History

Project Coordinator, TROM Computers, Casablanca

JANUARY 2024 – MARCH 2024

- Identified and implement process improvements to enhance project efficiency and effectiveness for TROM Computers by assisting the Project Manager.
- Assisted Project Manager with Project Health Control (PHC).
- Maintained the Risk Schedule and monitored project actions to discover potential concerns and logged them into excel database.
- Followed PMBOK standards and procedures.

Project Manager, Never Back Down PAC, Des Moines

FEBRUARY 2023 – DECEMBER 2023

- Conducted the "Never Back Down" Political Campaign Training Program, introducing new political organizers to field operation activities.
- Provided training to both novice and experienced organizers in data integrity and management, as well as in utilizing the proprietary software Advantage for collecting voter response data.
- Instructed organizers in voter outreach procedures, the delivery of scripted materials, and addressing voter inquiries in alignment with PAC-approved messaging.
- Conducted field management operations and logistics across the states of Iowa, Nebraska, and North Carolina to support field teams.
- Authored qualitative political outreach reports detailing public sentiment towards candidates and their potential preferences.

Project Manager, CADDC LLC, United States

MAY 2017 – AUGUST 2023

- Strategized and implemented grassroots organizing campaigns to mobilize support for political candidates or causes.
- Organized the largest and most effective campaign office in Las Vegas in the 2016 Mid-Term gubernatorial elections in Nevada. Training over 200 volunteers in public speaking and delivering political messages to voters.
- Recruited, trained, and managed volunteers to engage in voter outreach, canvassing, phone banking, and other campaign activities.
- Coordinated events, rallies, and fundraisers to increase visibility and support for political initiatives.
- Conducted outreach efforts to target demographics and constituencies, including voter registration drives and educational workshops.
- Utilized data analysis tools and voter databases to identify and prioritize key precincts and voter demographics.
- Collaborated with campaign staff and consultants to develop messaging strategies and communication materials.
- Monitored and evaluated campaign progress, adjusting tactics and strategies as needed to meet goals and objectives.

Details

817-507-2364

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Skills

Technology Integration

Voter Access Network

Computer Hardware Repair

Microsoft Tools

Project Management

Event Organizing

Public Speaking

Database Management (SQL)

Client Management (CRMs)

Languages

English

Arabic

Hobbies

My hobbies include regular Physical training, cooking and learning news skills on Edx.org and Lynda.com.

I also enjoy reading scientific articles on: social science, cryptocurrency, economics and issues of war and peace.

- Ensured compliance with campaign finance laws, regulations, and reporting requirements.

Psychological Operations Specialist, U.S Army, United States

MARCH 2011 — MARCH 2017

- Developed and executed psychological operations (PSYOP) plans and strategies to influence target audiences as part of the 1004th USACAPOC(A).
- Conducted research and analysis to identify psychological vulnerabilities and motivations of target populations.
- Produced and disseminated PSYOP products such as leaflets, radio broadcasts, and audiovisual materials.
- Liaised with military units and civilian organizations to coordinate PSYOP activities and support operational objectives.
- Conducted assessments of PSYOP effectiveness and adapted tactics accordingly.
- Provided cultural and psychological expertise to enhance the impact of PSYOP campaigns.
- Maintained proficiency in psychological operations doctrine, tactics, and technologies.
- Adhered to ethical guidelines and legal requirements governing PSYOP activities.
- Trained and mentored team members on PSYOP principles, techniques, and procedures.
- Conducted psychological assessments to inform PSYOP planning and execution.

Education

Bachelor of Science: Computer Information Systems, DeVry University , Las Vegas

FEBRUARY 2013 — FEBRUARY 2016

- Obtained a Bachelors Degree in the field of Computer Science with an emphasis of data recovery using digital forensics tools.
- Graduated as a member of S.A.L.U.T.E Veteran Honor Society
- Awarded the DeVry West scholarship for exceptional academic achievements

Certificate of Higher Education: Mortuary Affairs Specialist, United States Army Quartermaster School, Fort Lee

JULY 2011 — SEPTEMBER 2011

- Attained specialized training in mortuary affairs operations through completion of the US Army Mortuary Affairs School
- Finished as 3rd of my class with Honors

Certificate of Higher Education: Fire Technology - Wildland Fire, Los Angeles Valley College, Los Angeles

APRIL 2010 — MAY 2010

- Successfully completed rigorous training in wildland firefighting techniques and strategies.
- Acquired practical skills in fire behavior analysis, suppression tactics, and crew coordination
- Demonstrated proficiency in operating specialized firefighting equipment and tools

Courses

OSHA-10, OSHA Training Program

JUNE 2023 – JUNE 2023

Applied Economic Forecasting, Lynda.com

AUGUST 2017 – OCTOBER 2017

H.E.T Operator Course, Department of the Army

JULY 2015 – AUGUST 2015

Combat Lifesaver Course, Department of the Army

MAY 2011 – MAY 2011

Internships

Cultivation Specialist, Can Sciences , Phoenix

MARCH 2021 – JULY 2021

- Monitor and identify insect pests affecting hemp plants.
- Assess pest risks based on population levels, plant stage, and environmental factors.
- Implement control measures such as cultural, biological, mechanical, and chemical methods.
- Maintain accurate records of pest monitoring and control efforts.
- Stay informed about latest research and technologies in pest management.

Wildland Firefighter, Los Angeles Fire Department Station 74, Los Angeles

MAY 2010 – AUGUST 2010

- Participated in fire drills and simulations to enhance preparedness and response capabilities.
- Received hands-on training in operating firefighting equipment and tools.
- Assisted in conducting fire risk assessments and implementing preventative measures.
- Collaborated effectively with team members to coordinate fire suppression efforts.
- Engaged in ongoing professional development opportunities related to firefighting techniques and safety protocols.

Office Assistant, METRO Los Angeles, Los Angeles

JULY 2009 – AUGUST 2009

- Assisted with administrative tasks including filing, data entry, and document preparation.
- Conducted research and compiled data for various projects and reports.
- Assisted with communication efforts by drafting emails, memos, and correspondence.
- Maintained office supplies inventory and coordinated equipment maintenance.
- Developed proficiency in office software and systems, including Microsoft Office suite.