

Yashar Mateen, MBA

yasheymateen@gmail.com | (443) 617 0001 | [LinkedIn](#) | Philadelphia, PA

Experiences

Project Manager

Apr 2022 - Present

Prevail InfoWorks

Philadelphia, PA

- Increased revenue by \$48M by securing 10+ contracts through effective client negotiation, budget management, and RFP (Request for Proposal) process optimization.
- Successfully managed a pipeline of 100+ qualified leads through all stages of the clinical trial process, resulting in a 58% conversion rate from SQL (Sales Qualified Lead) to opportunity and a 21% conversion rate from opportunity to contract.
- Improved the accuracy and comprehensiveness of budget proposals by meticulously incorporating all direct and indirect costs, including those for third-party vendors, leading to a 100% increase in the number of formal proposals presented to prospective clients per month compared to the previous year.
- Developed and independently managed all budget proposals, implementing a standardized procedure for follow-up, which reduced the time from web walkthrough to solutions report presentation by 50% and significantly shortened the post-presentation response time. The new streamlined procedure improved client engagement, helping to increase the number of proposals being presented.

Developer

Aug 2020 - Mar 2022

Woodbridge Pharmacy

Edgewood, MD

- Developed and implemented a pharmacy management system with Java front-end, MySQL backend, and WAMP server, optimizing data accessibility.
- Streamlined pharmacy business processes by 20% through software implementation, enabling efficient medication inventory analysis.
- Improved access to critical information on medication inventory, expiry dates, and drug stock forecasting, enhancing operational efficiency.
- Conducted market trend analysis and facilitated future drug stock planning by 15%, contributing to informed inventory decisions.
- Managed databases to improve data integrity and streamline reporting, resulting in a 10% increase in data accuracy.

Business Development Representative

Apr 2018 - Feb 2019

memoryBlue

Vienna, VA

- Developed four independent business opportunities valued at \$100K each, exceeding sales targets by 15%.
- Ranked within the top 20% of performing sales representatives, consistently achieving quota attainment 6 times within a year.
- Implemented targeted marketing campaigns and strategies resulting in a 10% increase in brand awareness and lead generation.
- Consistently generated qualified leads and nurtured client relationships, contributing to a 5% growth in customer acquisition.
- Conducted market research and analysis to identify opportunities and refine sales strategies.

Financial Advisor

Jul 2017 - Apr 2018

Northwestern Mutual

Baltimore, MD

- Generated qualified leads through targeted outreach and networking, expanding client base by 15%.
- Developed and implemented financial planning strategies for clients, customizing investment portfolios based on risk tolerance.
- Conducted business analysis for independent businesses, implementing budgetary controls for operational efficiency improvement by 5%.
- Proactively managed lead generation and pipeline development to ensure consistent growth.

Business Operations Associate

Jul 2011 - Jul 2017

Woodbridge Pharmacy

Edgewood, MD

- Generated \$11K in savings and profit margins through process optimization and inventory management efficiency enhancements.
- Conducted cost-benefit analysis using pivot tables, identifying areas for cost reduction and efficiency improvement leading to a 5% cost savings.
- Reviewed budget and sales reports, utilizing data-driven insights to execute accurate budget forecasting and allocate resources effectively.
- Improved operational processes by 10% by implementing standardized procedures and optimizing workflows.
- Contributed to business growth by 5% through effective operational management and strategic planning.

Education

MBA

May 2021 - Sep 2022

Quantic School of Business and Technology

Washington D.C.

Coursework in Business Analytics, Financial Modeling, and Data-Driven Decision Making providing a comprehensive understanding of core business principles.

B.A.

Jul 2010 - Apr 2014

University of Maryland Baltimore County

Baltimore, MD

B.A. Biological Sciences

B.A. Economics

Skills

Technical Skills: Statistical Analysis, Spreadsheet Modeling, Agile Methodologies, RFP Management, Budget Preparation, Vendor Procurement

Soft Skills: Communication, Stakeholder Engagement, Presentation

Tools: Tableau, Power BI, Confluence, Jira

Programming languages: Java, Python, R

Projects

Rx Management System

- Developed a pharmacy management system using Java, MySQL, and WAMP, automating inventory tracking and increasing efficiency by 20%.
- Integrated barcode scanning and sales recording, resulting in a 15% reduction in manual data entry and improved data accuracy.

Unlocking the Revolutionary Potential of AI in Clinical Trials

- Authored a blog article analyzing the transformative impact of AI in clinical trials
- Explored AI's role in optimizing data management, patient recruitment, and drug discovery

Assessing the Aerospace Medicine Industry

- Published a blog article assessing the niche market of aerospace medicine
- Provided insights into future space travel and tourism

