DAWOOD ALI KHAN

Digital Solutions Project Manager | Client Website Delivery | Agile Implementation

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PROFESSIONAL SUMMARY

Digital solutions project lead with 7+ years delivering client websites and digital platforms from concept through release. Manages concurrent client projects end to end: requirements, project plans, design and UX reviews, QA, testing coordination, and launch. Led a team of 5+ developers and delivered 30+ websites across WordPress, HubSpot, and Shopify. Known for running focused client meetings, explaining technical concepts plainly to non-technical partners, and blending Agile practices with each client's own way of working.

CORE COMPETENCIES

- Full Project Lifecycle Management
- Project Plans & Timelines
- Requirements Definition
- Scope & Change Management
- Team Capacity & Prioritization
- Client & Stakeholder Meetings
- Status Reporting
- Vendor & Partner Coordination
- QA & UAT Coordination
- Launch Readiness & Release
- Agile / Scrum & SDLC
- Process Standardization
- Site Design & UX Reviews
- CMS Platforms
- CRM & API Integrations

PROFESSIONAL EXPERIENCE

Digital Solutions Consultant **Oct 2025 – Oct 2026**

Link Creative *Chicago, IL*

- Managed concurrent client website, CRM, and analytics projects across multiple accounts, owning priorities, dependencies, timelines, and launch readiness.
- Led discovery and requirements sessions with clients, account managers, designers, developers, and vendors; turn feedback into scoped tasks and delivery plans.
- Ran client and internal status meetings, reporting progress, blockers, recommended options, and next steps to technical and non-technical stakeholders.
- Coordinated site design and user-experience reviews covering page architecture, navigation, conversion paths, brand assets, and approval dependencies.
- Owned QA and testing cycles: responsive and cross-browser checks, form and workflow validation, analytics verification, and post-deployment review.
- Managed technical requirements with external providers, including hosting, DNS, CDN/caching, security-related fixes, and third-party integrations.
- Standardized client deliverables, including SEO site audits paired with 90-day action plans, so findings move directly into scheduled work.

Lead Web Developer **Jun 2022 – Jul 2025**

Divine Design & Marketing Inc. *Illinois*

- Promoted to lead a team of 5+ developers; assigned work, balanced team capacity across concurrent client projects, and reviewed deliverables.
- Delivered 30+ client websites from discovery and requirements through build, integrations, testing, deployment, and ongoing enhancements.
- Ran delivery with Agile/Scrum practices in ClickUp and Git, tracking dependencies, quality checks, and releases.
- Managed scope changes and shifting client priorities with design, marketing, and client teams while holding launch deadlines.
- Presented performance reports to clients and recommended tailored website and SEO strategies tied to business goals.
- Raised team standards for site speed, accessibility, and cross-browser quality across all builds.

Earlier Experience

- **Sales Advisor**, Best Buy, Illinois (Sep 2021 – May 2022): Earned Certified Expert recognition in Apple, AT&T, and Home Theater.
- **Mid-Level Executive Web Developer**, ABTACH Ltd., Karachi (Aug 2020 – Jun 2021): Scoped requirements directly with stakeholders and delivered CMS and e-commerce features.
- **Junior Web Developer**, The Digital Factory, Karachi (Feb 2019 – Jul 2020): Built and supported responsive CMS and e-commerce sites with design and project teams.
- **Trainee Web Developer**, Cento Square, Karachi (Jan 2018 – Jan 2019): Built Laravel dashboards, REST APIs, and Firebase integrations.

SELECTED CLIENT DELIVERY

- **Automotive services company:** Organized client feedback, approvals, QA, and launch updates for a website redesign, HubSpot form replacement, shared sales inbox, and e-commerce rollout plan.
- **Multi-location staffing firm:** Gathered requirements and coordinated phased implementation of a redesigned site with service, industry, and location architecture plus application workflows.
- **Property management company:** Defined requirements and delivered an acquisition landing page with CRM lead capture, pipeline, automated follow-up, and validated conversion tracking.
- **Premium concierge service:** Coordinated UX planning, design feedback, brand asset requests, and approval dependencies for a new site.

TOOLS & PLATFORMS

Project & Collaboration: Jira, ClickUp, Asana, Monday.com, Microsoft Teams, SharePoint, Trello, Figma, Git/GitHub

CMS & Web Platforms: WordPress, HubSpot CMS, Shopify, WooCommerce, Webflow, Squarespace, Wix

CRM & Analytics: HubSpot CRM, GoHighLevel, GA4, Google Tag Manager, Google Search Console, SEMrush, Ahrefs, Screaming Frog

Technical: HTML/CSS, JavaScript, PHP, REST APIs, DNS, hosting, CDN/caching

EDUCATION & CERTIFICATIONS

Bachelor of Science in Computer Science, Iqra University, Karachi, Pakistan **2020**

- HubSpot SEO Certification (2024); HubSpot Inbound Marketing Certification (2024)
- In progress: Scrum Master and project management certification coursework
- Languages: English (fluent), Urdu and Hindi (native)