

Edwin Heinz Chahabudine

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PROFESSIONAL SUMMARY

Early-career project management and program coordination professional with experience managing multi-stakeholder programs, cross-functional teams, and six-figure budgets in fast-paced environments. Proven ability to deliver data-driven recommendations to senior leadership, optimize operational processes, and scale program impact. Pursuing an Associate in Business with plans to transfer into a four-year MIS program; trilingual in Portuguese, English, and Spanish.

SKILLS

Project and Program Management: Project Management and Scheduling, Cross-Functional Collaboration and Stakeholder Coordination, Budget Analysis and Cost Control, Data Analysis and Reporting, Team Leadership and Communication

Tools: Microsoft Excel, Microsoft Office Suite

Additional: Regulatory Compliance and Process Improvement, Portuguese (Native), English (Proficient), Spanish (Intermediate)

EDUCATION

Seattle Colleges

Seattle, WA

Associate in Business (Transfer Track). Phi Theta Kappa (PTK) Honor Society Member.

Aug 2026

Relevant Coursework: Completed coursework in financial accounting, micro/macroeconomics, business law, and statistics, with applied projects in Excel modeling and financial analysis, Built skills in critical thinking, data-driven decision-making, and cross-functional collaboration through business management and organizational behavior coursework

EXPERIENCE

Events Coordinator

Aug 2025 – Jun 2026

Seattle Central Colleges, Student Leadership

Seattle, WA

- Led end-to-end program delivery for 15+ campus programs (300-500 attendees/event), directing a 28-person cross-functional team and increasing operational capacity by 40%
- Coordinated stakeholders across departments, vendors, and external speakers to ensure on-time, on-scope delivery of inclusive programs
- Managed a \$15,000 program budget through vendor negotiations and cost tracking, delivering events \$1,500-\$4,500 under budget
- Tracked engagement metrics and feedback loops to optimize programming strategy, growing recurring attendance from 130 to 340+

Services and Activities (S&A) Fee Committee Member

Jan 2026 – Jun 2026

Seattle Central Colleges, Student Leadership

Seattle, WA

- Allocated approximately \$2.1M in institutional funds by evaluating program proposals and conducting budget analyses to support strategic fiscal planning
- Delivered data-driven recommendations to senior executive stakeholders including the College President and Board of Trustees to ensure transparent and accountable governance
- Shaped equity-focused program priorities through structured stakeholder engagement, influencing institutional services impacting thousands of students

Custom Broker Assistant

Jan 2022 – Jun 2024

AAM Despachante Aduaneira

Maputo, Mozambique

- Managed documentation workflows supporting 20,000+ tons of annual international shipments, ensuring compliance with Mozambican and global regulatory standards
- Coordinated cross-functional stakeholders including shipping agents, freight forwarders, and government agencies to ensure timely customs clearance across SADC and international markets
- Validated product codes, tariffs, and duties with high data accuracy, reducing processing delays by 15% through improved documentation quality

ACTIVITIES & LEADERSHIP

Phi Theta Kappa (PTK) Honor Society

Sep 2024 - Present

Member

- International honor society recognizing academic excellence at two-year colleges