

Gara Rifeta Zejnic

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Professional Summary

Structured, methodical, and highly proactive Mechanical Engineer with extensive experience in high-stakes scientific projects within a world-wide corporation as well as a national laboratory. Strong customer-oriented mindset, attention to detail, and a focus on high-quality, timely delivery. Demonstrates a holistic approach, grounded in a fundamental understanding of standardized work processes and their impact on long-term project success and legacy. Adept at cross-functional “gap-filling” and operational oversight, ensuring project continuity through proactive vendor management, QA execution, and lifecycle data integrity. Proven track record in taking the initiative to automate workflows with own-developed scripting, streamline processes, and actively prevent delivery delays.

Core Competencies and Skills

- **Technical Procurement & Workflow Optimization:** Statement of Work (SOW) development, technical Documentation packages, vendor reactions and evaluation, process mapping, and guideline development.
- **Quality Assurance & Compliance:** Acceptance criteria list templates, acceptance inspection reports, non-conformance reports (NCR) and deviation reports, Windchill (wtPart, serialization, records retention).
- **Project Coordination & Mentorship:** Holistic approach, gap-filling, supply chain logistics, risk mitigation, configuration management, workflow automation via scripting and AI, and technical staff training.
- **Software & Tools:** Windchill, EZOI, Jira, MS Office, Markdown, Google Sheets scripting, Linux, AODocs, AutoCAD 3D, Mechanical Desktop, Gemini Gems, Gemini CLI.
- **Languages:** English (Fluent), Swedish (Fluent), Bosnian (Fluent).

Professional Experience

Lawrence Berkeley National Laboratory (LBNL) | Berkeley, California *Mechanical Engineer 2 / Technical Procurement Representative* | **July 2021 – Present**

- **Process Development & Workflow Optimization**

- Developed and presented the “AQUA” tool, a scripted and AI-leveraged solution to automate and streamline quality assurance requirement selections for low-complexity fabrication procurements, reducing manual effort and error rates.
 - Formalized Technical Procurement Representative (Tech Rep) operations by authoring comprehensive work process documentation, including onboarding guides and requisition workflow overviews.
 - Developed a comprehensive document lifecycle management system in AODocs to bridge collaboration gaps for the CMB-S4 project; configured a functional workflow including structured review cycles, library architecture, and UAT (User Acceptance Testing) protocols as a ‘ready-for-implementation’ solution.
 - Established a standardized work process and tracking system for incoming goods in collaboration with the ALS-U Mechanical Technicians team prior to the current Logistics team setup.
 - Mentored and trained newly hired Manufacturing Engineers and Designers on procurement processes, requisition preparation, and acceptance inspection protocols.
- **Technical Procurement & Supply Chain Management**
 - Independently managed the full procurement lifecycle for critical ALS-U subsystems, taking a holistic approach to ensure immediate tasks align with the bigger project picture and long-term maintenance legacy.
 - Actively worked to prevent delivery delays and maintain strict alignment with project timelines, including ensuring project continuity through proactive vendor support during critical off-peak periods.
 - Assumed ownership of cross-functional bottlenecks, such as vendor payment resolution, to maintain supply chain stability and partner trust.
 - Facilitated reciprocal site audits and technical exchanges to evaluate vendor manufacturing capabilities, strengthen collaboration, and safeguard project timelines.
- **Quality Assurance Initiative & Record Retention**
 - Executed end-to-end Quality Assurance functions during resource gaps, including the development of inspection protocols and rigorous record retention in Windchill to ensure auditability.
 - Managed the full lifecycle of non-conformance reports (NCR) and deviations, ensuring rigorous adherence to project standards through to resolution.
 - Initiated and implemented a key quality assurance measure to include weld coupons, paint samples, and surface treatment requirements in SOWs for large ALS-U weldments (SR + ATS/STA rafts and support structures) pre-RFP.
 - Advocated for the correction of non-critical drawing discrepancies to ensure the integrity of legacy documentation and prevent downstream procurement errors.

Habeas Corpus Resource Center | San Francisco, California *Legal Case Assistant* |
March 2020 – September 2021

- **Case Support & Data Management**

- Processed documents and metadata in support of legal case teams representing indigent death-row inmates.
- Managed extensive information resource libraries, ensuring accurate coding and tracking of legal documentation to support habeas corpus proceedings.
- Prioritized and coordinated multiple complex and sensitive work projects in parallel while providing frontdesk backup directing client phone calls.

Habeas Corpus Resource Center | San Francisco, California *Temporary Clerical Assistant* | **September 2019 – March 2020**

- **Administrative Support**

- Provided administrative support to resource and legal staff, including processing sensitive correspondence and record requests.
- Organized and maintained physical filing systems for critical case documentation and backed up frontdesk directing client phone calls.

Temporary Contractor | Berkeley, California *Property Manager* | **November 2016 – March 2020**

- **Property Management**

- Managed repair and cleaning services, handled tenant complaints, and conducted unit inspections for properties in Berkeley.
- Collected rents and interviewed potential new tenants for vacant units.

Firebrand Artisan Breads | Oakland, California *Baker* | **November 2015 – July 2016**

- **Production**

- Managed dough mixing, shaping, and proofing processes in a high-volume, time-managed environment.
- Supported various departments to ensure timely production of artisanal breads and pastries.

Ericsson AB / ST Ericsson | Lund, Sweden *Configuration Manager* | **September 2009 – November 2012**

- **Configuration & Change Management**

- Administered the Change Control Board for major software development projects in a 100+ member R&D organization, ensuring software traceability and release integrity.

- Established and maintained baselines, version handling, and status accounting for software deliverables and technical documentation within R&D as well as Customer Services organization.
- Coached team members on PDM system usage and managed baseline handling to ensure full traceability and audit compliance for software deliverables.

ST Ericsson | Lund, Sweden *Software Object Leader* | May 2009 – September 2009

- **Software Remediation Coordinator**

- Monitored software correction status and facilitated dialogue between customer service teams and developers.
- Analyzed turn-around times to ensure compliance with performance metrics for issued corrections.

Ericsson AB, BU Mobile Platforms | Lund, Sweden *Delivery Coordinator* | August 2007 – May 2009*

- **Delivery & Process Optimization**

- Coordinated internal software deliveries, developed new working methodologies, and wrote detailed work instructions.
- Implemented performance metrics to analyze lead times and audit plan adherence.

Ericsson Mobile Platforms, Ericsson AB | Lund, Sweden *Team Coordinator* | October 2005 – August 2007*

- **Workflow Coordination**

- Coordinated customer change request handling across cross-site support teams and secured necessary analysis resources.
- Initiated working groups to improve workflow accuracy and efficiency.

* Leave of absence (living abroad): October 2006 – May 2007; May 2008 – April 2009

Ericsson Mobile Platforms, Ericsson AB | Lund, Sweden *Configuration Manager* | January 2002 – September 2005

- **Strategic CM and Release Lifecycle**

- Collaborated cross-functionally with Test and Verification teams (Unit, Field, and IOT) to ensure baseline stability and facilitate the seamless handoff of builds for rigorous 2.5G/3G interoperability testing.
- Authored and implemented comprehensive Configuration Management Plans
- Orchestrated documentation baseline releases, synchronizing technical specifications with major platform milestones to ensure alignment between software builds and customer-facing documentation.

Ericsson Communications Systems, Ericsson AB | Lund, Sweden *Technical Administration* | March 2000 – January 2002

- **PDM and Lifecycle Management Specialist**

- Orchestrated end-to-end product data and documentation lifecycles, ensuring rigorous version control and efficient distribution of audited technical specifications.
- Established a release handling framework that integrated product specifications directly with manufacturing systems to streamline factory-floor synchronization.

Scanpipe (Contractor at Tetra Pak) | Landskrona, Sweden *Mechanical Constructor* | June 1999 – March 2000

- **Engineering & Design**

- Created piping drawings and bills of material using AutoCAD 3D and Mechanical Desktop for beverage processing equipment.
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Education

Bachelor of Science, Mechanical Engineering *Production Technology and Logistics* Lund Institute of Technology at Lund University | Lund, Sweden | 1995 – 1998

Professional Development & Training

- **LBNL Engineering Training:** ALS-U QA Program Overview; Windchill wtPart & Change Management Series; GD&T Training Series (Parts 1-5); Introduction to Mill and Lathe Operation.
 - **General & Leadership Training:** Supply Chain Foundations; Quality management for operational excellence; UC Managing Implicit Bias Certificate Series; Culture of Feedback; Allyship.
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Awards

- **ALS-U Spot Award (September 2023):** Recognized for diligence and contribution to the management of over \$5 million in procurements supporting critical CD-3 milestones for the ALS-U project.
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Volunteering Experience

- **Boost! West Oakland, Lafayette Elementary School | Oakland, California**
Tutor and Mentor | November 2018 - May 2019
 - Tutored and mentored middle-school students in academic skills and learning attitudes for mathematics.
 - **California Academy of Sciences | San Francisco, California** *Botany Department*
Volunteer | April 2013 - November 2015
 - Digitalized physical botanical research collections, managing data entries and classifications.
 - **Boys and Girls Clubs of San Francisco | San Francisco, California** *Tutor*
(Tenderlion Teen Clubhouse) | March 2013 - November 2015
 - Homework tutoring in middle-school and high-school mathematics
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Other

- Permanent resident (fully authorized to work in the United States)
- Non-work permit visa period 2012-2015.

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