



PROFILE

Passionate, dynamic and detail-oriented Project Management graduate and a certified Scrum Master with 3 years of IT & project management experience. Born leader with analytical thinking and innovative problem-solving skills with the ability to apply project management concepts in a technical as well as non-technical environment.

WORK EXPERIENCE

Project Manager (Volunteer) May 2019 – Present
XX, Seattle, WA

- Leading and managing a fundraising project for company events.
- Responsible for monitoring the Slack workspaces, making sure the project management methodology is being followed by other stakeholders & team members, collecting relevant metrics, answering questions, gathering status reports, etc.

Lead Project Manager (Volunteer) May 2019 – Present
XX, Seattle, WA

- Leading and supporting multiple chapter events & programs and ensuring smooth & satisfactory end-to-end execution of company projects under Programs portfolio.
- Proactively identifying and contributing to, incrementally improving the Programs PMO and service to the membership.
- Leading and managing 'Website Redesign' project, identifying best practices to manage content under company Marketing, Communications & Outreach portfolio.

Project Manager, PMO (Internship) July 2018 – Sept 2018
XX, Palo Alto, CA

- Managed cross-functional team working on a third-party compatibility project in the PMO to deliver a compatible XX and a third-party product to the customer.
- Delivered a productivity tool for process improvement in reporting & requirements management using Microsoft Team Foundation Server (TFS) & Microsoft Visual Basic Macros for 'Medical Product Development' project.
- Proposed and delivered an idea to collaborate MS Project and Microsoft Team Foundation Server to create one stop shop solution for Project Managers.
- Facilitated as a Scrum Master in a Scrum Master training provided by Agile Learning Labs.
- Delivered a decision-based presentation on optimizing risk management process in the organization.

Project Management Associate Feb 2018 – June 2018
XX, Seattle, WA

- Managed an academic project: 'Chatbot application' end-to-end and delivered project artifacts such as project schedule, risk register, work & risk breakdown structure, cost analysis, resource analysis, contingency reserve analysis, project assumptions, integrated change control management plan, etc.

Project Manager (Internship) Jan 2018 – April 2018
XX, Seattle, WA

- Managed the Webmaster Project to acquire support for the websites of XX organization.
- Delivered project artifacts like request for proposals (RFPs), project charter, project schedule, project management plan and vendor evaluation criteria document.

Digital Innovations Lead March 2017 – May 2017
XX, Mumbai, India

- Delivered innovative ideas for streamlining the processes in supply chain management team. E.g., introducing Chatbots in supply chain management processes.
- Responsible for presenting customer success stories and product demos on customer visits.

Assistant System Engineer
XX, Mumbai, India

June 2015 – March 2017

- Developed, designed and enhanced the front-end application portal for customer, 'Toys R Us' using several programming languages like Java, JavaScript, SQL, etc. on a Master Data Management system: STEP offered by STIBO Systems.
- Developed complex SQL database transactional queries pertaining to various applications such as retrieving, storing, updating and counting a specific dataset for each entry from SQL database table.
- Developed and validated UAT (User Acceptance Testing) scenarios and test cases and provided go-live support.
- Developed and maintained project related documentation in a repository at every step of development of the project.
- Communicated with internal and external stakeholders to manage project requirements.
- Responsible for identifying changes and risks beforehand and managing them throughout the project.

SKILLS

Project Management Skills: PMBOK Guide, Project plan, prioritization & critical execution, Project scheduling, Project cost estimation, Project Coordinator, Earned Value Management analysis (EVM), Critical path assessment, Qualitative and Quantitative Risk assessment, PERT analysis, Earned Monetary Value analysis (EMV), Quality Management, Agile project management, Stakeholder management, Business intelligence (BI), Customer relationship management (CRM), Project life cycle management, Project Risk Management, Risk Mitigation, Project Documentation & Writing skills, Program Management

Project Management Models & tools: Agile/Scrum, Waterfall, SDLC, Prototype, Microsoft Project 2016, MS SharePoint, MS Outlook, Microsoft Team Foundation Server (TFS), Google docs, Trello, JIRA, Slack

Programming Languages & Database: C/C++, JAVA, CSS, HTML, .NET, JavaScript, Oracle, MySQL

Operating Systems, Tools & Desktop Applications: Windows, UNIX, Dreamweaver, Visual Studio, Notepad++, Eclipse, Microsoft (MS) office, Microsoft Word, Microsoft Excel, WinSCP, Putty

Networking Technologies & Protocols: TCP/IP, DNS, HTTP, SSL, UDP, OSI model, IP addressing

Soft Skills: Negotiation & Mediation, Emotional Intelligence, Communication skills (Verbal & Written), Analytical & Problem-Solving skills, Decision making & Critical thinking abilities, Delegation skills, Leadership & Interpersonal skills, Time management, Team engagement skills, Collaboration, Customer service

EDUCATION

Master of Science in Project Management (Concentration: Information Security Management)
XX University, GPA: 4.0/4.0

Sept 2017 – Apr 2019

Related Courses: Leading and Managing Technical Projects, Project Scope Management, Project Risk Management, Project Scheduling & Cost Plan, Principles of Agile Project Management, Project Quality Management

Bachelor of Engineering in Computer Science
University of XX, GPA: 7.74/10

Aug 2011 – June 2015

CERTIFICATIONS

Certified Associate in Project Management (CAPM)
Project Management Institute (PMI) - CAPM Number: 2315352

Feb 2019

Certified ScrumMaster (CSM)
Scrum Alliance - Badge ID: 924826

Aug 2018

JAVA SE 6 Programmer
1Z0-851 Oracle Certified Professional

June 2016

ACHIEVEMENTS AND TECHNICAL SEMINARS

- Attended Google India Summit 2013 as Google Student Ambassador.
- Zonal winner at Confluence on Entrepreneurship conducted by IIM Ahmedabad.
- Anchored SPARSH (Annual meet of Training and Placement Officers of top engineering institutes in India) – 2015.