

Nitesh Hireme

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EDUCATION

Northeastern University, Boston, MA Aug. 2019
Master of Science in Project Management GPA: 3.80

Karthar College of Commerce and Science, University of Mumbai, Mumbai, India April 2015
Bachelor in Management Studies
Honors: Valedictorian Among 13,823 students

EXPERIENCE

Honeybee Ag. Inc, Boston, MA Jan. 2019 - May 2019
Project Management Co-op

- Managed hybrid project of developing company-wide tool for portfolio management and data driven decision-making
- Maintained Project Management sites for template storage, project statuses, dashboard updates, and general data organization on MS Project Web Application (PWA), MS Project and SharePoint for R&D projects
- Enhanced real-time documentation tracking process by facilitating transition from spreadsheets to Spotfire in two weeks, as compared to planned 8-week timeline
- Adapted Spotfire system to capture data source and generated visualizations to facilitate data driven decision-making
- Conducted industry-wide analysis on portfolio management tools and made recommendations to fit company needs

Containers Company, Mumbai, India Sep. 2015 - April 2017
Project Coordinator, Business Analysis

- Improved 12% efficiency of production process through six sigma, DMAIC technique
- Reduced annual warehouse costs by 20% by Implemented JIT inventory control technique
- Increased annual gross profit by 40% by diversifying business from tableware to food and garment packaging

Coursera Advisory, Research and Training, Mumbai, India Dec. 2013 - April 2017
Training Coordinator

- Gathered requirements from four departments to create a nw training department in risk diversification and assessment and actively contributed in designing change management strategy for the organization
- Created eRFI, eRFQ, eRFP to negotiate contract terms with third-party learning service provider for an online platform

Changemakers Ltd, Bern, Switzerland Oct. 2016 - Feb. 2016
Recruitment-Asia Pacific Region, (worked remotely from Mumbai)

- Assisted in re-design of recruitment process for participants in Asia-Pacific region which reduced the recruitment to hire timeframe from 8 months to 2 months
- Designed a scorecard for final selection of 75 participants; conducted candidate interviews

Intern-Operations (Dining Area) July 2015 - Oct. 2016

- Led six-person global team to co-ordinate operations of daily dining areas with 530-person seating capacity
- Increased efficiency by 10% by creating and formalizing feedback gathering system from clientele for internal process improvements and documented term performance
- Designed a new automated process, reducing total service lead time and enhancing cross-functional coordination, optimizing a twenty old system to better serve a customer base which increased by 20% with limited staff

TECHNICAL SKILLS

Project Management and Productivity Tools: Waterfall, Agile Methodology-SCRUM, Six-Sigma, Risk Heat Mapping, Scheduling, Project, Excel, Outlook, SharePoint; PowerPoint, Google Sheets & Docs, Doodle Schedule

Data Analysis and Visualization: Advanced Excel, Basic, Tableau

CERTIFICATIONS AND TRAININGS

Certifications: Certified Scrum Master[®], Scrum Alliance (Jan. 2018-June 2020), Advanced Certification in Marketing Management; Advanced Certification in Human Resources Management

Trainings: Export-Import Management; Ethical Leadership; Entrepreneurship, Technical Writing and Content Generation

ACADEMIC PUBLICATIONS

Entrepreneurial Approaches to Librarianship, March 2017, ISBN: 978-93-80574-56-1

Combating Global Unemployment through Effective Development of Youth, 2015, ISBN: 978-81-922978-5-9