

## Paws T. Husky

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### EDUCATION

**Northeastern University**, Boston, MA

Aug. 20XX

**Master of Science in Project Management**; GPA: 3.80

*Courses:* Project Scope Management, Managing Innovative Projects, Communication Skills for Project Managers

**Karthar College of Commerce and Science, University of Mumbai**, Mumbai, India

April 20XX

**Bachelor in Management Studies**

### EXPERIENCE

**Honeybee Ag. Inc.**, Boston, MA

Jan. 20XX – May 20XX

*Project Management Co-op*

- Managed hybrid project to develop company-wide portfolio management tool 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 2 weeks, as compared to planned 8-week timeline
- Adapted Spotfire system to capture data and generate visualizations to facilitate data-driven decision-making
- Conducted industry-wide analysis on portfolio management tools and made suggestions to fit company needs

**Containers Company**, Mumbai, India

Sept. 20XX – April 20XX

*Project Coordinator, Business Analysis*

- Improved efficiency of production process by 12% through implementing six sigma, DMAIC technique
- Reduced annual warehouse costs by 15% by Implementing JIT inventory control technique
- Increased annual gross profit by 22% by diversifying business from tableware to food and garment packaging

**Changemakers Ltd**, Bern, Switzerland

July 20XX – Oct. 20XX

*Intern-Operations (Dining Area)*

- 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 20 year-old system to better serve a customer base which increased by 20%

### EXPERIENTIAL NETWORK PROJECTS

**Northeastern University**, Boston, MA

Jan. 20XX – March 20XX

**Tech Solutions Consulting, Experiential Network Project**

*Project Management Strategy*

- Collaborated on a remote project to identify best practices for streamlining cross-team communication in Agile project environments, as part of a four-person team for Project Quality Management Course
- Developed documentation outlining workflow improvements to improve resource allocation efficiency
- Presented to project team with an executive summary detailing key findings on optimizing communication channels for more effective project execution and stakeholder engagement

### TECHNICAL SKILLS

**Project Management and Productivity Tools:** Waterfall, Agile Methodology-SCRUM, Six-Sigma, Risk Heat Mapping

**Data Analysis and Visualization:** Advanced Excel, Basic, Tableau

**Productivity Tools:** Excel, Outlook, SharePoint; PowerPoint, Google Sheets and Docs, Doodle Schedule

### CERTIFICATIONS AND TRAINING

**Certifications:** Certified Scrum Master®, Scrum Alliance, Jan. 2022-June 2024, Advanced Certification in Marketing Management; Advanced Certification in Human Resources Management

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