

EDUCATION

Northeastern University, Boston, MA

April 2019

Master of Science in Project Management

GPA: 3.67

Courses: Foundations of Project Management, Sustainable Development, Project Management in Practice

Course: Put related classes currently taking

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

April 2015

Bachelor's in management studies

Honors: Best Student Among 13,823 students across all levels and departments of the college

EXPERIENCE

Containers Company, Mumbai, India

September 2015 – April 2017

Project Coordinator

- Managed business expansion projects from kitchen and dining to garment packaging
- Supervised the production of corrugated boxes
- Verified job orders, assisted in procurement of raw materials, and performed QA protocols on products
- Co-ordinated between manufacturing, procurement, and supply chain

Coursera Advisory, Research and Training, Mumbai India

December 2013 – April 2017

Training Coordinator

- Assisted senior management in setting up a new training department in risk diversification and assessment
- Collaborated with developers, architects and vendors for developing the online learning platform
- Consulted legal department to develop contracts with vendors and terms and conditions for compliance
- Sourced and contracted instructors for the newly launched e-courses

Changemakers Ltd, Bern, Switzerland

February 2015 – February 2016

Recruitment-Asia Pacific Region, (worked remotely from Mumbai), Feb. 2016

- Planned recruitment process of participants across nations in collaboration with other staff
- Interviewed the participants via Skype scheduled appointments with participants using doodle
- Drafted a weighted chart to choose the most appropriate fit for the program

Bullet Points: Quantify use metrics where you can. It is not always possible for every experience.

Intern-Operations

July 2015 – January 2015

- Led a diverse team of 6 members for managing the dining areas with a total seating capacity of 530 people
- Assisted the manager in sending and documenting the weekly term performance and status reports
- Created and formalized feedback gathering system from clientele for internal process improvements
- Proactively designed new processes to reduce total lead times through enhanced cross functional coordination

Buildon, Mumbai, India

September 2015 – December 2015

Intern-Network Building & Client Relationship Management Intern

- Identified local clients and built strong corporate relationships
- Represented Buildon at related Trade Programs, Exhibitions & other network building events
- Assisted in maintaining client relationships by regular follow ups
- Contributed in promotional planning of new product launch "Gypsum plaster-one coat"

Skills: Put technical skills first that are most related to position.

TECHNICAL SKILLS

MS Project, MS Word, Excel, PowerPoint, SharePoint, Google Sheets and Google Docs, Doodle Schedule

LEADERSHIP AND COMMUNITY ENGAGEMENT

Campus Ambassador, United Nations Conference on Sustainable Development (Asia/Pacific Region | June – September 2020)

Leadership Programs Volunteer, Initiatives of Change

(Mumbai and Pune, India | June 2013 – June 2017)

CERTIFICATIONS & TRAINING

Certifications: Advanced Certification in Marketing Management (January 2014); Advanced Certification in Human Resource Management (January 2014)

Training: Entrepreneurship Development Camp (May 2012); Technical Writing and Content Generation

Second Year Master's

Nitesh Hireme

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Address: Most resumes state region rather than street

EDUCATION

Northeastern University, Boston, MA

April 2019

Master of Science in Project Management; GPA: 3.67

Courses: Agile Project Management, Sustainable Development, Project Management in Practice

Education: Resume is updated to include new relevant courses only

Karhar College of Commerce and Science, University of Mumbai, Mumbai, India

April 2015

Bachelor in Management Studies

Honors: Best Student Among 13,823 students across all levels and departments of the college

EXPERIENCE

Containers Company, Mumbai, India

September 0000 - April 0000

Project Coordinator, Business Analysis

- Improved efficiency of production process by 12% by implementing six sigma, DMAIC technique
- Implemented JIT manufacturing technique that reduced annual warehouse cost by 20%
- Diversified the business from utensils, cutlery and glassware packaging to food and garment packaging, increasing the annual gross profit by 40%

Bullet Points: changed wording in descriptions to reflect new field if applicable and omitted oldest experience as not helpful.

Coursera Advisory, Research and Training, Mumbai India

December 0000 - April 0000

Training Coordinator

- Assisted senior management in setting up a new training department in risk diversification and assessment
- Created and executed eRFI, eRFQ, eRFP in order to finalize online service partner
- Negotiated and finalized the terms with third party learning service partner for setting up an online platform
- Actively contributed in designing change management strategy for the organization
- Consulted legal department to develop contracts with vendors and terms and conditions for compliance

Changemakers Ltd, Bern, Switzerland

February 0000 - February 0000

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 150 participants yearly
- Scheduled and conducted candidate interviews and made recommendations for hire

Bullet Points: Strengthened metrics. Always start with results first and then you accomplished it.

Intern-Operations (Dining Area)

July 0000 - January 0000

- Led multicultural team of 6 members to co-ordinate operations of daily dining areas with total capacity of 530 people
- Increased efficiency by 10% by creating and formalizing feedback gathering system from clientele for internal process improvements and documented term performance
- Proactively designed automated processes to reduce total lead times through enhanced cross functional coordination

TECHNICAL SKILLS

MS Project, MS Word, Excel, PowerPoint, SharePoint, Google Sheets and Google Docs, Doodle Schedule

LEADERSHIP AND COMMUNITY ENGAGEMENT

Vice President, Project Management Student Organization

August 0000 - Present

Campus Ambassador, United Nations Conference on Sustainable Development, Asia and Pacific Region (June - Sept. 2020)

Leadership Programs Volunteer, Initiatives of Change, Mumbai and Pune, India (June 2013 - July 2017)

CERTIFICATIONS AND TRAINING

Certifications: Advanced Certification in Marketing Management (January 2014); Advanced Certification in Human Resource Management (January 2014)

Training: Export-Import Management (July 2016); Ethical Leadership-Let's Make a Difference (June 2015); Entrepreneurship Development Camp (May 2012), Technical Writing and Content Generation

Certifications and Trainings: Updated training.

EDUCATION

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

Education: Resume is updated to include new GPA and graduation date

Karthar College of Commerce and Science, University of Mumbai, Mumbai, India April 2015
Bachelor in Management Studies

Honors: Valedictorian Among 13,823 students

Tip: Valedictorian is U.S style for Best Student in Class on the prior resume

EXPERIENCE

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

Experience: Co-op added to resume, use of Project Management key words

- 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

Bullet Point: Metrics and accomplishments are now before end of bullet

- Improved efficiency of production process by 12% through implementing six sigma, DMAIC technique
- Reduced annual warehouse costs by 20% by Implementing 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

Experience: Project Management focus only

- Gathered requirements from four departments to create a new 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

Experience: Specified optimization/ customer base

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

Data Analysis and Visualization: Advanced Excel, Basic, Tableau

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

Skills: Expansion of tech skills/categories and certifications

CERTIFICATIONS AND TRAINING

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

Training: 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