

**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