CURRICULUM VITAE

G. DILLIBABU

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PROFILE

Experienced Project Manager with a demonstrated history of working on Life Sciences Projects in the Localization and Translation industry. Skilled in negotiation, analytical skills, client servicing, and business process improvement. Committed to fostering relationships with team members and stakeholders to drive project success and client satisfaction. Seeking a challenging role that offers growth opportunities and a positive environment, where I can apply my skills and expertise to create value for end-users and business objectives.

PROFESSIONAL WORK EXPERIENCE

Cenveo Publishers Private Limited, Chennai Project Manager (Jul 2016 to Dec 2022)

Lionbridge Technologies, Chennai Project Manager (Dec 2022 to Present)

JOB PROFILE AT LIONBRIDGE

- Planning, scoping, estimating, tracking, and implementing project plans within preset budgets and deadlines.
- Maintain regular communication with stakeholders, providing updates on project status.
- Actively participating in project launches to understand project scope.
- Preparing project schedules and interfacing with vendors for procurement of necessary project requirements.
- Estimating, budgeting, and managing project costs to ensure adherence to allocated budgets.
- Overseeing the quality of translations and localized content, ensuring it meets required standards and maintains consistency across different languages and regions.
- Coordinating with internal teams (translation, engineering, QA) and external vendors/freelancers to ensure task and deadline adherence.
- Developing strong interpersonal relationships with the team.
- Handling project financials and generating invoices.

EDUCATIONAL QUALIFICATIONS

Thangavelu Engineering College, Chennai

B.E. in Electronics and Instrumentation Engineering, Anna University.

CORE COMPETENCIES

- Project Planning & Execution
- Risk Management
- Budget Management
- Team Leadership
- Stakeholder Communication
- Agile & Scrum Methodologies
- Resource Allocation
- Performance Tracking
- Quality Assurance
- Process Improvement

SKILLS

- Experience with software's like Agile, JIRA, OSS, Trello, Asana, Smartsheet, etc.
- Familiarity with programming languages including C, C++, Java 101, and more.
- Proficiency with tools like Google Cloud, Microsoft Azure, SharePoint, and MS Project.

COURSES AND CERTIFICATIONS

- PMP Basics
- Agile Scrum
- Python
- Introduction to AI and Machine Learning