

Ankitha Koduru PMP®

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Summary

Certified PMP®, MBA graduate with a proven record of leading cross-functional projects in fast-moving teams. Experienced in setting clear goals, maintaining transparent risk/issue logs, and deliver crisp, executive-ready updates. Adept at planning agendas with leadership, coordinating All-Hands logistics and feedback loops, and acting as a liaison across teams to keep priorities, risks, and communications aligned.

Experience

- Project Management Intern**, Southern California Edison June 2025 – Present
- Led the migration of legacy MS InfoPath forms to MS Power Apps, set intake → UAT → ready-for-prod checks to ensure goals are streamlined across teams
 - Produced weekly, exec-ready snapshots (milestones/risks/decisions) and posted asynchronous updates to Teams to align distributed stakeholders.
 - Facilitated Scrums, Kept the Jira board healthy (touched 114 tasks); over 3 sprints, helped cut average cycle time from 12.4 → 8.9 days (–28%) by setting clear **task descriptions and acceptance criteria**
- Graduate Teaching Assistant - Business Statistics**, University of South Florida, Tampa, FL Aug 2024 – May 2025
- Managed course logistics for 400+ students, used **course communications calendar** for coordinating announcements, assignments and grading to ensure efficient course operations
 - Built Power BI dashboards to analyze student experience gaps, and presented data-driven recommendations to faculty, incorporated survey feedback into next-term plans
- Management Consultant - PMO**, Capgemini, Bengaluru, India Jun 2022 – Aug 2023
- Acted as a liaison across HR/Product/IT; supporting enterprise rollout of SAP SuccessFactors. Maintained **controlled documentation** in Confluence and drove a **RACI/operating cadence** that reduced inquiry resolution time by 40%.
 - Trained senior managers across three divisions (400+ participants) on adoption of new HR tools, and secured **90% adoption** of standardized workflows, and built **Tableau dashboards** to track uptake and ROI
 - Managed **stakeholder engagement for 30+ executives**, led weekly **strategy meetings**, set **agendas** against business priorities, and issued action-oriented follow-ups to keep collaborators aligned
 - Delivered **confidential status briefings** to senior leaders during the SuccessFactors rollout; summarized risks/issues with clear escalation thresholds.

- Project Manager**, Baypark Hotel and Resorts, Visakhapatnam, India Jun 2019 – Aug 2020
- Developed and maintained project schedules and documentation using **Jira, Sharepoint**. Helped in reducing task delays by 20% through **proactive tracking of risks and blockers**
 - Led weekly project meetings, summarizing key milestones and roadblocks, accelerating decision-making and issue resolution
 - Created ad-hoc reports for business users by integrating data from **Excel**, and online booking platforms to facilitate quick decision-making for operations and marketing

Education

- M.S - Business Analytics and Information Systems** (3.9/4.0 GPA), University of South Florida Jan 2024 – Dec 2025
- Masters of Business Administration** (9.3/10 GPA), Welingkar Institute of Management Aug 2020 – May 2022

Academic Project Experience

- U.S.A. National Parks Analysis Tableau** Oct 2024 – Dec 2024
- Developed interactive Tableau dashboards to analyze visitor patterns, spending trends, safety incidents across National Parks. This enabled park authorities to enhance visitor safety and overall experience through data-driven insights

- Product Development of ArriveWise Application Figma** Aug 2024 – Oct 2024
- Designed a high fidelity Figma prototype for ArriveWise, an app offering information for students moving to the U.S.A

Skills and Certifications

Project Management Professional PMP® Certification Number: 4191551

Functional: Stakeholder Management, Product Lifecycle Management, Prioritization, Leadership, Communication

Technical: R, SQL, Prototyping, Data Analysis, Excel, Jira, Figma, Tableau, PowerBI, Miro, Smartsheet, Confluence

Leadership and Volunteering

- Fellow @ Product Club, University of South Florida, Tampa** Feb 2025 – April 2025
- Secretary of Career Success Team @ Welingkar Institute of Management, Mumbai** Oct 2020 – May 2022