

# Kalpak Nitin Gaonkar

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## EDUCATION

### Northeastern University, Boston, MA

September 2021-May 2023

Master of Science in Engineering Management

**Courses:** Project Management, Product Development for Engineers, Deterministic Operations Research

### University of Mumbai, Mumbai, India

August 2017-May 2021

Bachelor of Engineering in Computer Engineering

## RELEVANT EXPERIENCE

### Project Manager

January 2022-April 2022

#### Mujeres Unidas Avanzando

Boston, MA

- Supervised the construction of a resource webpage that allowed for paperless resource distribution, making 50+ resources available for students
- Led discussions with shareholders to comprehend desired outcomes for resource webpage
- Coordinated with Director and Co-director of Education to complete all phases of project; devised a 4-month project outline, created comprehensive project documentation to track project schedules, project budget and milestones
- Boosted the team engagement by holding weekly sessions for project status updates and addressed any possible impediments faced by taking concerns up with managers
- Developed and maintained weekly dashboard reports to track upcoming tasks, tasks in progress, and completed tasks

### Event Executive

August 2018-May 2019

#### Computer Society of India

Mumbai, India

- Organized and managed 2 speaker events of more than 100 attendees to educate students on new software development trends
- Exceeded attendance expectations by effectively promoting the events through various channels such as social media, email marketing, and flyers
- Collaborated with cross-functional teams of 20 members, including marketing, technical, and creative staff, to monitor progress and ensure tasks were completed on time
- Coordinated and communicated with senior leadership, venue staff, and outside vendors to execute 10+ speaker events and workshops designed to introduce and train students on new industry software

## SKILLS

- **User Interface tools:** FIGMA
- **Microsoft Office:** Word, Excel, Outlook, Teams, PowerPoint
- **Computer Programming:** SQL, phpMyAdmin, HTML 5, CSS, JavaScript, PHP, Python, Hive QL
- **Key Competencies:** Project Management, Communication Skills, Customer Service, Event Management, Computer Skills, Attention to detail, Critical Thinking, Adaptability, Taking Initiative

## CERTIFICATIONS

- Google UX Design Certificate - Coursera In Progress
- [Google Foundations of User Experience \(UX\) Design](#) - Coursera April 2022
- [Foundations of Project Management](#) – Google January 2022

## PROJECTS

### Smart TV application

- Project description: <https://github.com/KalpakGaonkar/Remote-App-for-Smart-TV>
- Conducted user research and developed a user interface for a smart TV remote mobile application using FIGMA

### DigSight

- Project description: <https://github.com/KalpakGaonkar/DigSight>
- Developed market research, canvas business model to develop augmented reality application for construction workers

### Taxi Booking System

- Project description: <https://github.com/KalpakGaonkar/Taxi-Booking-System>
- Designed a system to book taxis using technologies like HTML, CSS3, JavaScript and PHP