

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

EXPERIENCE

Project Manager

January 2022-April 2022

Mujeres Unidas Avanzando

Boston, MA

- Led a team of 4 to build a resource webpage to transition to paperless resource distribution, enabling access to 50+ resources for students
- Conducted meetings with stakeholders to understand business requirements and formulated functional requirements for the resource webpage
- Coordinated with Co-director and Director of Education to complete all phases of project; devised a 4-month project outline, developed project documentation to track project schedules, project budget and milestones
- Identified areas of improvement and implemented solutions for existing webpage reducing grievance emails by 80%
- Developed weekly dashboard reports to track upcoming and ongoing tasks to ensure timely project completion

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
- Leveraged connections from other colleges to increase number of attendees for workshops and events by 20%
- Collaborated with cross functional teams of 20 members comprising of marketing, technical, and creative teams to monitor, track and ensure tasks are completed on time
- Assisted senior leadership to organize 10+ speaker events and workshops to introduce and train students on new industry software
- Managed 20+ customers during events and workshops to provide high quality customer service

SKILLS

- **Data Visualization:** Microsoft Power BI, Tableau
- **Microsoft Office:** Word, Excel, Outlook, Teams, PowerPoint
- **Computer Programming:** Python, SQL, Hive QL, phpMyAdmin, HTML 5, CSS, JavaScript, PHP
- **UI tools:** FIGMA, JustInMind
- **Key Competencies:** Project Management, Communication Skills, Customer Service, Event Management, Computer Skills, Attention to detail, Big Data Analytics, Critical Thinking, Adaptability, Taking Initiative

CERTIFICATIONS

- Business Analyst Foundations - LinkedIn April 2022
- Tableau Essential Training – LinkedIn March 2022
- Foundations of Project Management – Google January 2022

PROJECTS

DigSight

- Project description: <https://github.com/KalpakGaonkar/DigSight>
- Developed market research, canvas business model in a team of 5 to develop augmented reality application allowing user to see underground pipelines before starting construction

Smart TV application

- Project description: <https://github.com/KalpakGaonkar/Remote-App-for-Smart-TV>
- Documented project summary, customer segments and canvas business model and developed a user interface design using FIGMA