

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 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 resource webpage
- Coordinated with Co-director and Director of Education to complete all phases of project; devised a 4-month project outline, created 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 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

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
- Google Foundations of Project Management – Coursera 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>
- Developed a system for booking taxis using technologies like HTML, CSS3, JavaScript and PHP