Sarah Chen

Project Manager | PMP Certified

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Summary

Highly accomplished and results-driven Project Manager with over 8 years of experience leading complex IT and software development projects from inception to successful completion. Proven expertise in Agile methodologies, risk management, budget oversight, and cross-functional team leadership. Adept at driving strategic initiatives, optimizing workflows, and ensuring stakeholder satisfaction. PMP certified.

Experience

Senior Project Manager | Tech Innovators Pvt. Ltd., Mumbai, India

July 2021 – Present

\* Led a portfolio of 3-5 concurrent software development projects with budgets up to INR 1.5 Cr, consistently delivering 90% of projects on time and within budget.

\* Implemented Agile Scrum framework across multiple teams, increasing sprint velocity by 20% and improving product delivery predictability.

\* Managed key stakeholder expectations and facilitated communication between technical teams, business units, and external vendors.

\* Developed comprehensive project plans, including scope definition, resource allocation, and detailed timelines using Jira and Microsoft Project.

\* Identified, assessed, and mitigated project risks proactively, reducing potential delays by 15%.

Project Manager | Digital Solutions Ltd., Bengaluru, India

March 2017 – June 2021

\* Managed end-to-end delivery of client-facing web and mobile applications, ensuring alignment with client requirements and business objectives.

\* Coordinated cross-functional teams of developers, designers, and QA specialists (average team size of 8-12).

\* Monitored project progress, prepared status reports, and presented updates to senior management and clients.

\* Facilitated daily stand-ups, sprint reviews, and retrospective meetings to foster continuous improvement.

\* Contributed to a 10% increase in client retention by consistently delivering high-quality projects.

Skills

\* Project Management: PMP, Agile (Scrum, Kanban), Waterfall, Risk Management, Budget Management, Resource Allocation, Scope Management, Stakeholder Communication, SDLC.

\* Tools: Jira, Confluence, Microsoft Project, Asana, Trello, Salesforce, MS Office Suite.

\* Leadership: Team Leadership, Cross-functional Collaboration, Conflict Resolution, Mentoring.

\* Soft Skills: Strategic Planning, Problem-Solving, Decision Making, Negotiation, Time Management, Adaptability.

Education

Master of Business Administration (MBA)

Symbiosis Institute of Business Management, Pune, India | 2017

Bachelor of Technology (B.Tech) in Computer Science

Mumbai University, Mumbai, India | 2015