MANSI NEGI

negi.ma@northeastern.edu | +1 8575447814 | Boston, MA

LinkedIn | Portfolio

SUMMARY

CAPM-certified Project Manager with a Master's in Computer Science from Northeastern University. Experienced in managing cross-functional teams, driving project delivery, and aligning business goals with actionable plans. Skilled in stakeholder communication, timeline management, and using data-driven insights to optimize project outcomes. Eager to contribute to organizational success through strategic planning and process improvement. Proven ability to adapt to dynamic environments and lead projects to successful completion within scope, budget, and time constraints.

SKILLS

Project Management: Project Planning & Execution, Resource Management, Risk Management, Budgeting & Forecasting, Stakeholder Communication, Timeline Management, Cross-functional Team Leadership

Agile & Methodologies: Agile Project Management, Scrum, Kanban, Continuous Improvement, Sprint Planning

Data & Analytics: Data-Driven Decision Making, KPI Reporting & Analytics, Dashboard Development, Performance Metrics, Business Requirements Analysis

Programming Languages & Frameworks: Java, C++, SQL, Python, React, Node.js, Express, HTML, CSS, JavaScript

Tools & Technologies: Microsoft Excel, Power BI, Tableau, Power Automate, Jira, Trello, Asana

Professional Skills: Strategic Problem-Solving, Time Management, Team Collaboration, Presentation & Communication, Adaptability, Documentation, Technical Writing

PROFESSIONAL EXPERIENCE

IT Project Manager Intern | Clean Harbors Inc. | Norwell, MA   08/2024   01/2025

- Developed and executed a release strategy for key internal projects, managing enablement data and KPI reporting across business segments to provide actionable insights that supported organizational goals.
- Coordinated cross-functional collaboration for critical initiatives by scheduling workshops, facilitating stakeholder communications, and conducting evaluations, achieving a 95% adherence to project timelines.
- Designed and delivered Power BI dashboards to visualize project metrics, enhancing data analysis capabilities and promoting alignment among technical program managers, researchers, and organizational leaders.
- Crafted stakeholder-focused communications to ensure clear understanding of project objectives, goals, and updates.
- Conducted financial and operational analysis, including budgets and forecasts, identifying $1.2M in potential cost savings through optimized resource management processes.
- Monitored project milestones and deliverables by analyzing KPIs, delivering insights to guide executive decision-making and maintain alignment with strategic objectives.
- Managed and communicated software release target timelines, ensuring smooth and on-time software launches by coordinating with engineering teams, stakeholders, and leadership.

Quality Specialist | Bank of America | GIFT City, India   06/2021   07/2023

- Conducted comprehensive quality assessments and executed test cases using agile methodologies, ensuring seamless functionality of software applications; reduced critical defects by 40% and improved user satisfaction by 65%.
- Facilitated communication between stakeholders, development teams, and product owners to address concerns.
- Conducted comprehensive integration testing and regression testing to identify software defects and verify bug fixes.
- Observed 95% of bugs in the testing environment, reducing chances of anomalies in the production environment.
- Automated the process of uploading Use Cases into qTest, resulting in an 85% time savings.

COURSES AND CERTIFICATIONS

- Certified Associate in Project Management (CAPM)
- Google Project Management: Professional Certificate
- Career Essentials in Project Management by Microsoft
- Atlassian Agile Project Management Professional Certificate

EDUCATION

Masters of Science i