

NIDA K

A consulting firm specializing in project management - THE EXPONENTIAL YOU, LLC

Fairfax, VA

rajivb6_42q@indeedemail.com - 202-803-5790

- Led annual project at Bloomberg/BNA strategically realigning \$350M in sales across 50+ member sales team.
 - Initiated and led innovative pilot program that improved performance and led to one additional staff member retention in program's first year; leading to reduced retention costs by \$100K.
 - Consolidation of Processes - Reduced lead-time by 50%, while cutting costs by \$5k
 - Vendor management - Vetted and purchased licenses and software while maintaining quality and cutting annual costs by \$5K compared to prior years.
- Led complex initiative with Bloomberg's senior leaders; involving Salesforce implementation and JIRA automated ticketing system that enhanced performance by redistributing workload across Strategic Information team:
 - Led User Acceptance Testing (UAT), developed acceptance criteria, configuration management, including custom reporting, report extractions, custom objects, custom fields, links, buttons & record types. Handing off tested proof of concepts to implementation team.
 - Innovation increased efficiency while delivering project four-weeks ahead of schedule.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

A consulting firm specializing in project management

THE EXPONENTIAL YOU, LLC - Fairfax, VA -

2016 - Present

Project Manager

Project management oversight for different groups within the implementation team such as online marketing, education and web/IT reporting across multiple industries for companies like Sogo Survey, K12 Insight, and Dynamic Visibility.

- Meet with Subject Matter Experts to develop a Business Requirements Document (BRD), Gather and define comprehensive project requirements, ensuring strategic alignment, configuration and customization of workflows based on the BRD. Develop implementation plans, monitor project process, data analysis, manage vendors and contractors, provide technology support and input including recommendations for improvements and enhancements and develop team members.

Strategic Information Project Manager

NIDA KAZMI - Arlington, VA -

2011 - 2016

Arlington, VA 2011 to 2016

A Bloomberg subsidiary, BNA is a leading source of legal, tax, regulatory, and business information for professionals.

Strategic Information Project Manager (3 years)

Strategic Information Analyst (3 years)

Led the Strategic Information Management (SIM) team in projects that realigned \$350M in sales across 50+ member sales force and established new sales territories, rep quotas, realigned strategic leads and updated databases while coordinating with IT team for risks and controls management, ensure system compliance and change application.

- Primary lead for Strategic Realignment project on agile team. Led executive meetings, daily standups, sprint planning, user stories requirement documentation, identified blockers & mitigated conflicts/ risks.
 - Determined daily team activities, quality standards, processes, and metrics, planned communications management, iterations, quality assurance, document change management, approvals and updating project documentation. Monitored budget and variances, established schedules, priorities and Develop, implement, and document procedures.
 - Developed and maintained relationships with internal/external stakeholders to determine expectations, optimize solutions, monitor engagement, inform on change requests; managed change requests, configuration, forecasts and measured performance against baseline.
 - Provided coaching and guidance to the team about aspects of project management

Analyst

EUREKA FACTS - Rockville, MD -

2010 - 2011

Rockville, MD 2010 to 2011

A research & analysis firm noted for delivering quality information upon which clients base their business decisions.

Analyst

Coordinated and monitored the scheduling, pricing, and analytical performance of programs for Army Medical Command reporting to Surgeon General, Dept. of State and Graduate School USA. Ensured adherence to master plans and schedules, developed solutions to program problems, and directed work of incumbents assigned to program from various departments. Ensured projects are completed on time and within budget. Identified key issues, approaches and report preparation.

Talent Management Analyst

HILTON WORLDWIDE - McLean, VA -

2010 - 2010

Coordinated the management of multiple related programs directed toward the talent retention program and other organizational objectives encompassing various projects. Devised global HR project plans; determined requirements, resource estimation, assisted in budget and schedule management, communications, iterations, performance analysis and change requests. Coordinated and managed team building activities and retreats. Noted as a pivotal, dedicated team member; influenced and communicated with key stakeholders, including C-Suite, Hilton family ownership, and overseas VPs, executives, and administrative teams in Asia Pacific, Middle East and Europe.

Business Analyst

METRO WASTE PAPER RECOVERY - Toronto, ON -

2008 - 2009

Coordinated the management of multiple related programs directed toward strategic business and other organizational objectives. Coached, mentored and co-managed 25 national sales representatives. Partnered with IT project teams through programs of moderate risk and complexity to secure commitments, while identifying improvement for systems and processes.

- Developed and implemented across sales dashboard the "Sales Reporting and Tracking Tool" that solved the problem of tracking sales quotas, weights, profits, task over runs and resources. Innovation delivered analysis reports directly to VP; identified flaws in software & presented CEO and VP of Marketing for implementation.
- Business process research resulted in efficiencies via segmentation analysis, synthesis and reporting; simplified regional service line offerings, budget restructuring, and new price points to increase profits.
- Represented the Strategic Team in company-wide marketing overhaul across all product lines.
- Performed gap analysis, risk mitigation, case modeling and analysis, business definition requirements, and requirements gathering.

EDUCATION

Bachelor of Commerce in Business Management & Enterprise

Ryerson University - Toronto, ON

Master of Science in Psychology

Canisius College - Buffalo, NY

SKILLS

BUDGET, CHANGE MANAGEMENT, ISSUE MANAGEMENT, MULTITASKING, PROCESS DEVELOPMENT

LINKS

<http://www.linkedin.com/in/NidaKazmi>

CERTIFICATIONS/LICENSES

PMP - Project Management Professional Certification – Project Management Institute (PMI)

Present

Human Interaction Technology Certification I & II - Human Communications Institute

Present

ADDITIONAL INFORMATION

Core Competencies

- ◆ Strategic Planning/Execution ◆ Client Relationships ◆ Prioritization/Multitasking
- ◆ Budget/Cost/Schedule Management ◆ Vendor Negotiation/Management ◆ Cross-functional Team Leadership
- ◆ Risk/Issue Management ◆ Scope/Change Management ◆ Process development/Improvement

