**Chintan Mody** 10000 Pouring Rain Pl | Nokesville, VA 20181

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**IT Project Manager ♦ Scrum Master ♦ PMO ♦ Risk Management ♦ Process Improvement**

**Professional Summary**

* 15+ years in IT Project Management, Federal Project Management Office (PMO), product development, risk management, financial management, engineering, quality and leadership
* Certified Project Manager (PMP), Certified Scrum Master (CSM) and Six Sigma Black Belt (CSSBB)
* In-depth experience with [Project Management](http://en.wikipedia.org/wiki/Project_management), including project charters, scheduling and planning projects using Primavera and MS Project tools.
* Experience with sprint backlog, sprint planning, daily standup meetings, sprint retrospective, and metric creation
* Organized self-starter with strong interpersonal skills to deliver quality customer service
* Expertise in analyzing business requirements with emphasis on professional services and consulting capabilities required to transform development solutions to business practices.
* Extensive knowledge of Software Development Lifecycle (SDLC), including Waterfall, Agile, Six Sigma, and Scrum development methodologies as well as Business Process Modeling and designing Business Models using UML diagrams-Use case Models and Activity Diagrams in Microsoft Visio.
* Proficient with current industry standards: Six Sigma Methodology, ISO 9001/1400 and Capability Maturity Model Integration (CMMI).
* Thorough knowledge of Work Breakdown Structure (WBS), Planning, Risk management and forecasting.

**Professional Experience**

**PMP Certified Project Manager/Scrum Master 03/2015 - Present**

**Client: US Patent and Trademarks Office, Office of the CIO, Application Engineering Division (AED), Trademark System Division (TSD)**

**Addx Corp, Alexandria, VA**

* Worked as a Certified IT Project Manager/Scrum master for the next generation Trademark web application (Trademark's Next Generation) project called Trademarks Next Generation Electronic Official Gazette (TMNG eOG) Project, a searchable electronic version of the TMOG was produced that gave stakeholders the ability to find the information they need, view and download that information in the formats customers desire. Project had an estimated annual budget of $2.1 M.
* Led a team of 6+ Developers, 1 Business Analyst, 2 Testers, and a substantial number of supporting personnel.
* Performed Scrum ceremonies and was involved in Release planning session to coordinate efforts with other project teams.
* Efficiently lead projects by applying comprehensive knowledge of Systems Development Life Cycle (SDLC) methodology and project management principles, concepts, techniques and methods for IT systems and software design, development and modification.
* Provide expert advice on situations and issues that involve innovative solutions, methods and practices to align with business requirements.
* Lead project meetings with cross functional team to communicate the status of various projects, proactively manage issues / risks, and to understand the impact of any changes to business requirements. Lead team meetings to track progress and address any issues. Review team work for completeness, accuracy and compliance with detailed goals.
* Worked on the initiation and planning phase for the new project for creating Online Help tool using commercial off-the-shelf (COTS) tool. For this project, lead a team of 3+ developers, 1 Business Analyst, 1 tester.
* Analyze need for human resource capital and various operations related to contract fulfillment and make recommendations to senior management on resource allocation.
* Consistently ensure performance according to contract specifications (scope of work), quality standards, budget, and schedule and submitted timely reports of technical progress against performance metrics.
* Lead and directed IT resources to solve specific and complex problems.

**Project Manager, Project Management Office (PMO) 08/2013 – 03/2015**

**Client: U.S. Department of Veterans Affairs Washington, DC**

**Addx Corp, Alexandria, VA**

* Created comprehensive project plans, detailing project schedule, quality requirements and metrics for implementation of Expert Choice tool.
* Implemented Expert Choice Project Prioritization tool and created model for FY15 Prioritization of Acquisition initiatives which prioritizes $ 90 million of acquisition projects for each fiscal year
* Performed Data analysis and Gap analysis reports for Executive and Management using Six Sigma Methodology
* Provided SharePoint support as needed by Client and created automation for Risk Management Process
* Created Risk Management Plan and Risk Review Board Charter for implementing risk process at the VA
* Created a planning scheduling chart for VA/HRA’s activity and their relationship with other activities
* Created Change Request (CR) automation proof of concept plan to improve efficiency

**Project Manager/Scrum Master, Business and Technology Alignment Office 07/2012 – 07/2013**

**Client: Department of Interior (DOI), Bureau of Land Management Washington, DC**

**Atechra Inc, Washington, D.C.**

* Led a team to implement HP’s Project and Portfolio Management (PPM) to track Project status of bureau’s $170 million IT budget
* Conducted sprint planning, daily standup meetings, facilitate integration, and implementation
* Created Sprint Burn down chart for management review
* Worked to bring formal methodology for managing projects and greater visibility and transparency
* Prepared document required by OMB – Exhibit 300 and Capital Planning and Investment Control (CPIC).
* Coordinator with off-site Project Manager to complete Investment Profile (IP) as required by OMB.

**Project Manager, Project Management Office (PMO) 03/2012 – 06/2012**

[**American Association of Motor Vehicle Administrators**](http://www.aamva.org/) **Arlington, VA**

* Led a team to enhance a web-based system, Commercial Skills Test Information Management System, (CSTIMS), for the Federal Motor Carrier Safety Administration (FMCSA)
* Collaborated and served as the primary Point of Contact for the CSTIMS project.
* Ensured development of products and services met customer requirements. The system enabled the states to manage the skills test portion of their Commercial Driver License process with great efficiency and decreased fraud. Application was developed using .NET, Third-party tools sets and other browser technologies such as HTML, CSS and JavaScript.
* Consulted to develop the security management plan for CSTIMS using the guidelines in the NIST Special Publication (SP) 800-64 which included items such as Business Impact Analysis, Privacy Impact Analysis and Disaster Recovery plan.
* Maintained an appropriate relationship with customers and ensure that the project results are comprehensible and prepared monthly status report for the federal customers.
* Coordinated efforts with states DMV team to bring new states to compliance with Commercial Driver’s License Information Systems (CDLIS) modernization project.

**Technical Project Manager,  09/2009 – 03/2012**

**Micron Technology Manassas, VA**

* Led a team of 8 to develop project plans and schedules for software product, saving $2.3M annually
* Coordinated full deployment lifecycle for all projects
* Built a system to track Yield Projects system with budget of $3.2M where duties included creating budget, cost estimating and keeping track of Release and Sprint Burn down chart
* Managed all phases of the Yield Program lifecycle including definition, planning, and implementation and monitoring and controlling using Waterfall Software development technique.
* Led a team of developers, business analysts and operational support specialists. Directly responsible for tasking and coordinating daily operations and engineering efforts.
* Performed customer relationship management activities to include building a foundation of trust and addressing customer technical and personnel issues.
* Collaborated to perform various consulting to include task estimation, and quality assurance
* Interacted with senior management and Project Management Office (PMO) to develop Program Charter and involved in the resource planning and scheduling
* Identified risk registers and manage risk throughout the software development life cycle
* Performed data analysis and data reporting using Primavera and SQL to find out root cause analysis and for issue resolution management
* Provided leadership team with performance data on individual Yield related projects and programs.
* Conducted interviews with several business area experts (SMEs) for gathering requirements and evaluation/analysis of their data to convert the business requirements into IT specifications.
* Developed detailed work plans, schedules, estimates, resource plans, risk planning and status reports.
* Consulted to implant successful monitoring and controlling phase for project completion.
* Provided overall project quality assurance. Peer reviewed all project deliverables and provided subject matter expertise on the accuracy of the deliverables.

**Business Analyst/Quality analyst 01/2004 – 09/2009**

**Micron Technology Manassas, VA**

* Provided expertise for bringing new Quality software project to the production line.
* Gathered and analyzed requirements for quality deviation software using Software Development Life Cycle (SDLC) and its phases-Requirements, Development and Testing to create internal Quality deviation reporting software.
* Served as point of contact in the development of User Requirements Document (URD) and Functional Requirements Document (FRD).
* Facilitated business requirements gathering sessions with the client, and overlooked the creation of Use Cases/Activity Diagrams, Functional Specifications using UML/Visio.
* Conducted User Acceptance Testing (UAT).
* As a six sigma project, led team of 20 to achieve qualification of new product qualification to reduce qualification time by 10% , saving company $1.7M per new product introduction.
* Studied As - Is system and performed Gap Analysis for existing system to map it to the To-Be system.

**Integration Engineer 03/2001 – 01/2004**

**Micron Technology Manassas, VA**

* Provided technical knowledge for the internal quality auditing and validation of critical process parameters to ensure high line efficiency, product quality, and integrity.
* Conducted a focus meeting to fix issues which caused Customer Return reliability fails Worked with Process Integration group, Product Engineering and Corporate Quality group.
* Effectively communicated across departments on quality issues to accomplish customer returns (RMAs), high yields and cycle time
* Communicated effectively with tool vendors, quality assurance, and other departments regarding

**Education and Certification**

**M.S. in Project Management (MSPM) |** George Washington University | May 2016

**B.S. in Chemical Engineering** | University of Delaware | May 2000

**Project Management Professional (PMP)** | Project Management Institute (PMI) | August 2011

**Certified Scrum Master (CSM)** | ScrumAlliance | July 2012

**Six Sigma Black Belt (CSSBB)**| American Society for Quality (ASQ) | March 2010

**Technical/Computer Skills**

* Rally/CA tool for Agile Project Management
* Primavera P6 Professional Project Management
* Enterprise Architecture (EA)
* SharePoint 2007, 2010, 2013
* SAS and JMP
* PLATFORMS: UNIX, Linux, Windows, MVS, OSX, AS/400
* INTERNET: XHTML, XML, CSS, PHP, JSP, Java, TCL, Perl
* SOFTWARE: MS Office Suite, MS Project Professional, MS Project Server, Visio, SharePoint, ClearQuest, Requisite Pro
* DATABASES: Oracle, MySQL, MS Access, MS SQL Server, JBOSS

**Professional Training & Affiliations**

* PMBoK and Project Management Framework (PMF) Training
* ISO 9001/14001 Auditor
* Toastmasters International, VP of Public Relation at MTV Toastmaster Club (2011-2012)
* Professional Affiliations PMI Washington DC Chapter
* Statistical Analysis and Design of Experiment (DOE)
* Member of ScrumAlliance
* Kepner-Tregoe: Problem Solving and Decision Making

Country of Citizenship: United States

***References available upon request***