

# Mahima Subramanian

## Project Manager

Austin, TX

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## EXPERIENCE

**Paradigm Automation**, Austin, TX

**Project Management Consultant** (January 2018 - present)

Building internal processes for project management operations, project management, and product management.

**IBM Kenexa Smarter Workforce** - Austin, TX

**Project Manager** (software implementation 2015-2017)

**Project Coordinator, Project Management Operations** (2013 to 2015)

- Managed migration of 150 clients on IBM Kenexa Assess on Cloud application to new product platform and completed 40 new client implementations.
- Developed client communication for 500+ clients
- Trained 25 customers on using new product
- Led migration of 70 priority banking industry clients' migration to new product platform in a timely manner to ensure compliance with newly implemented federal regulations
- Ran weekly Project Status Reports on 300 projects, monitoring key data for active projects, high risk projects, on-time delivery of product.
- Developed metrics, allowing leadership to gauge if team was poised to meet quarterly and annual goals and assess and re-evaluate processes to improve services.
- Communicated with clients across all Smarter Workforce products, inquiring about feedback on implementation experience via IBM's Customer Satisfaction Survey and providing opportunity to address concerns directly with leadership.
- Conducted metrics analysis on survey data
- Maintained internal PMO documentation
- Supported Channel Partners working to implement IBM software for clients.

**Center for Hope and Healing** - Lowell, MA

**Executive Director** (2008 to 2012)

- Executed agency's vision and mission through day-to-day operations, directed work of 6 staff members, developed and managed annual budget of approximately \$400,000.
- Worked with Board of Directors to determine long-term goals to foster progress and uphold agency's mission to eradicate sexual violence.

## EDUCATION

**Certificate Program** Full Stack Web Development

Language specialization: JavaScript (React)

The Iron Yard, Austin, TX

**Masters of Science** in Organizational Communications and Leadership

Northeastern University, Boston, MA

**Bachelor of Science** in Psychology and American Sign Language

Northeastern University, Boston, MA.

## SKILLS

### Leadership and Management

- Budget Development & Management
- Leading Teams
- Metrics Analysis
- Project Management

### Technical

- CSS
- HTML
- JavaScript
- Node
- React
- SaaS UI

## RECOGNITIONS

**India New England**, Nominated for Woman of the Year Award for Excellence in Human Services Leadership, 2011.

**India New England**, Named one of 50 most influential people, recognized for leadership at the Center for Hope and Healing, 2011

## LANGUAGES

Bilingual Fluent in English and Tamil