Project Manager Intern Project Manager Intern Project Manager Los Angeles, CA   Master of Science, Information Systems graduate student with a specialization in Business Intelligence; relevant coursework includes Business Intelligence Systems and Analytics, IT Project Management, Database Management Systems, Data Warehouse and Administration and Cloud Computing Concepts (AWS)   Managed IOS and Android app development projects in capacity of a Project Manager Intern   Recent experience with project management and business analytics in a government agency environment; worked with IT projects for application and infrastructure development and maintenance   Three years of experience with commercial and consumer clients; maintained relationships with external stakeholders; utilized MS Project for managing multiple projects including SDLC   Excellent communication and interpersonal skills with proven ability to work effectively with cross-functional teams; demonstrated analytical and writing skills Authorized to work in the US for any employer Work Experience Project Manager Intern Internet Brands, Inc - Los Angeles, CA March 2018 to July 2018 Projects: Legal Leads App for NOLO   IOS & Android o Created tickets and assigning tasks to respective team members o Collaborated with associate product manager and development team for estimation o Scheduled, managed and facilitated scrum meetings o Oversaw the project over multiple phases of SDLC o Facilitated communication among the stakeholders o Monitored and followed up on all assigned tasks to maintain scheduled delivery   Fiat Chrysler Automobiles   Business Intelligence Reporting Tool o Managed Internal team tasks using JIRA; Communicated potential risks at every stage o Co-ordinated assignments with in-house team members and client team o Fixed database tables and verified data using SQL o Organized, scheduled and actively involved in weekly update meetings APARTMENTRATINGS.COM   IOS & Android App o Identified defects within the current developed build o Performed User Acceptance Testing; Created and assigned tickets to address multiple issues using JIRA IT Project Management Intern Denver Water - Denver, CO May 2017 to September 2017   Managed three projects utilizing a structured project delivery method; maintained and tracked progress using Workfront Project Management tool; assisted Senior Project Manager to develop Work Breakdown Structures on new projects in an Agile environment   Actively participated

in scrum meetings to track given sprints progress and initiated change management processes; designed, initiated and maintained thorough documentation Improved productivity by reengineering process workflows and allocated resources to respective projects ensuring multiple projects have optimal resources driving efficiencies across teams Delivered results as per project timelines and expectations and initiated change management processes Executed software installations and conducted User Acceptance Testing Designed interfaces and updated various MS SharePoint sites for the organization; maintained lists for servers, databases and application instances and the associations in between them Managed IT assets within the organization to perform installations and keep a track on the purchases, upgradation and maintenance of the IT assets using Flexera IT Asset Management Suite Computer Lab Advisor / IT Help Desk Support University of Colorado Denver Business School - Denver, CO January 2017 to September 2017 Provided technical and administrative support; resolved hardware and software issues for over 400 students Addressed critical IT-related down situations by repairing or implementing workarounds Founder/CEO Axxess 24 - Internet Service - Mumbai, Maharashtra July 2012 to June 2015 Maintained databases and performed complex dataset operations using SQL Performed data analysis on large data sets using Python Performed business analysis focusing on needs and drivers for deployment of reports, dashboards and metrics using Business Intelligence tools like SAS Visual Analytics and MicroStrategy Gathered and analyzed requirements and design specifications as per the client needs for every project Acted as the liaison between clients and the company to build and maintain smooth operations delivery Built credibility, established rapport, and maintained communication with internal and external stakeholders. Conducted daily stand up meetings to ensure project is on track to completion Education Master of Science in Information Systems University of Colorado Denver - Denver, CO December 2017 Bachelor of Engineering in Computer Engineering University of Mumbai - Mumbai, Maharashtra May 2008 Skills Business Intelligence (Less than 1 year), databases (3 years), MicroStrategy (1 year), Python (1 year), SAS (1 year), Business Analysis (3 years), Project Management (2 years), SQL (3 years), Use Cases (3 years), UML (3 years), Web Development (Less than 1 year), HTML (Less than 1 year), CSS (Less

than 1 year), Database Management (3 years), SDLC, Scrum Master, Waterfall, PM Links

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