



## **Agnita Rayen Geethana Kattar**

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### **Summary:**

A self-motivated individual with a **Master's degree in Computer Applications**, extensive knowledge in IT processes and experience in the field of training.

### **Primary Skills:**

- An experienced '**Training Specialist**' with demonstrated capabilities in the areas of training and working with teams to engage them towards a common goal
- Extensive experience in providing status reports to stakeholders and management on project status, Risks and Impediments
- A '**Certified Scrum Master**' having complete knowledge on Agile methodology and ceremonies including Sprint planning, Sprint review, Retrospective, Daily stand-ups
- A trained '**Quality Assurance**' engineer having thorough knowledge on the QA process, familiar with writing test scenarios/test cases, test execution, Defect management and reporting
- A trained '**Business Analyst**' with extensive knowledge on requirements gathering and analysis, experience in customer management
- Experience in documenting As-Is and To-Be business and system **process flows**
- Hands-on with **Data analysis and management**, extracting and presenting data using SQLs
- Knowledge in Agile and Waterfall project execution methodology
- Expertise in presenting ideas and solutions as MS PowerPoint presentations
- Ability and willingness to lead as a servant leader by example.
- Excellent problem solving ability
- Outstanding interpersonal, communication and collaboration skills.
- A strong desire for continued self-learning is what fuels my passion for knowledge

### **Education:**

- Master of Computer Application (MCA) | 2005- 2008 |
- Data Modeling and SQL | 2016 | Portland Community College
- Masters in Computer Science | Portland State University | 2021-present

**Certification:**

- Certified Scrum Master (CSM) | 2019
- Quality Assurance (QA) | 2016
- Business Analysis(BA) | 2017

**Technical Competencies:**

Languages	: HTML5, CSS, Bootstrap, Javascript, Python, AngularJS, SQL
Databases	: SQL Server
Operating System	: Mac OS, Windows
Management	: JIRA,POSTMAN
Other Tools	: MSOffice(Word,Excel,PP,Visio)
Software	: Microsoft Visual Studio Code,Chrome,IE,GIT

**Work Experience:**

- **Training Specialist**

Twality Middle School | 2018 – Present

- Performed administrative tasks such as monitoring classes,
- Scheduling different classes
- Scheduling meeting with Zoom, Google Meet, Outlook
- Communicating, setting up systems and coordinating small groups.
- Deliver training to students and parents using a variety of instructional techniques
- Design and create training manuals, online learning modules and assignments.
- Presentation using Powerpoint and Reporting using excel sheet

- **Learning Specialist Assistant**

Tualatin High School |2017 – 2018

- Make some independent judgments within prescribed policies and procedures.
- Good judgment in a variety of situations, including emergencies.
- Solve practical problems and deal with a variety of variables in situations.
- Work with a variety of students and demonstrate a willingness to gain the information
- Comprehend and follow oral and written instructions and complete work within established timelines.
- Communicate with appropriate student age groups requiring the exercise of both empathetic and disciplinarian approaches.

- Develop and maintain effective working relationships with supervisor, staff, and general public.
- Demonstrate mental acuity, processing skills and long and short term memory to track and meet deadlines and responsibilities.

## **Business Analyst**

### ● **H2kInfosys - 2017**

- Working closely with management, staff, and non-technical staff.
- Presenting ideas
- Having experience on organizing and group facilitation
- Time management
- Documentation of Business use cases
- Testing business processes and recommending improvements

## **Quality Assurance**

### ● **H2kInfosys - 2016**

- Worked on test cases
- Having knowledge about software life cycle.
- Research new tools, technologies and testing processes.
- Worked on the software development methodologies and the ability to integrate with the models.
- Experience with Bug tracking systems such as JIRA

## **Self Project Detail:**

Project Name : Music Lessons  
 Description : Designed a responsible modern looking website.  
 Having a navigation bar,email signup and service section.  
 Technology : HTML,CSS,Javascript, Bootstrap.  
 Link : <https://github.com/arayen84/musiclessons>

Project Name : Portfolio Page  
 Description : Designed responsible modern looking Portfolio website. Having  
 navigation bar, email signup and service section.  
 Technology : HTML,CSS,Javascript,Jquery  
 Link : <https://agirayen.github.io/ageetha2.github.io/index.html>

Project Name : Online Restaurant Management System

**Description** : Online Restaurant Management System Is A Web Application. This System Helps In Automating Day To Day Activity Of A Restaurant. This System Helps In Providing Service Facilities To Restaurant And Also To The Customers. The Services That Are Provided Are Food Ordering, Reservation Table Management By The Customer Through This System, Customer/Waiter Information Management, Menu Information Management And Report. Users Can Search For A Menu According To Their Choice .

## **Volunteer**

- **St Anthony Church 2019 -Present**
  - Design and create learning modules, and course materials
  - Having experience on call
  - Multiple times talking to parishioners and kids over the phone.