

Chaitya Lodaya

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SUMMARY

Project Manager with over **6+** years of expertise in agile methodologies. Proficient at leading cross-functional teams of up to **20** members. Proven success in managing and delivering complex projects on time and within budget, achieving a **98%** customer satisfaction rate.

EXPERIENCE

NavisionTech Inc.

May 2023 – Present

Project Manager and Scrum Master

Sarasota, FL

- Led Scrum practices - Sprint Planning, and Retrospective meetings for teams of up to **12** members, increasing productivity by **30%**.
- Managed Jira boards for **6+ concurrent projects**, creating knowledge base articles and streamlining workflows.
- Established statement of work (SOW), ensuring effective communication with leaders, vendors, stakeholders & cross-functional teams.
- Conducted **20+** grooming sessions to clarify criteria and scope, facilitating a shared understanding of project deliverables.
- Translated **50+** user requirements into actionable stories, fostering team collaboration through effective communication.
- Acted as Product Owner for EasyEFT, the company's product designed for payments within Microsoft D365 BC.
- Applied SDLC concepts to ensure applications quality resulting in a **25%** decrease in post-release defects.
- Ensured project success by managing issues, decisions, and risks, tracking change requests, and meeting **95%** of project deadlines.

UF Innovate, University of Florida

Mar 2022 – Jan 2023

Project Manager

Gainesville, FL

- Directed project management activities - detailed reporting, strategic planning, and estimation, resulting in a **30%** reduction in delays.
- Defined and monitored a project plan with defined inter-dependencies and defining project roles for **27+** members.
- Oversaw a **team of 35+** by preparing Gantt charts for the project to achieve timely and accurate delivery while working with a cross-functional team to meet deadlines, achieve requirements, manage issues following **agile** practices.
- Collaborated with **5 cross-functional** leaders and utilized independent judgment to learn functionality
- Guided and implemented projects, including data gathering and analysis, and preparing **2 RAID reports every 7 days**.

University of Florida

Aug 2021 – Feb 2022

Supervisor

Gainesville, FL

- Demonstrated leadership and integrity while assisting with scheduling and inventory control for a team of **8**.
- Ensured customer satisfaction in fast-paced, high-volume operations by maintaining high standards of service.
- Initiated efficiency improvements, such as optimizing workflow processes and identifying cost-saving opportunities, resulting in a **15%** reduction in operational costs.

Accenture Solutions Private Limited

Nov 2017 – Jun 2021

QA Analyst

- Delivered **20+** projects from **Test Planning - Test Closure and Project Planning - Project Closure/Execution**.
- Provided defect resolutions in **JIRA and HP-ALM** reducing system defects and reactive support cases, saving **2 hours** individual per day. Averaged **4+ retests/day** optimizing defect management.
- Coordinated and guided **5+** cross-domain project managers, test managers, and developers to achieve requirements at once.
- Raised productivity by **5%** by partnering with developers to automate laborious procedures.
- Optimized the regression suite using TOSCA automation (**2500+ testcases**). Also evaluated files, records, business requirements, user stories, and high/low-level test cases to get business expertise. Wrote **150+ test cases/day**.
- Designed and restructured trackers to monitor team efforts, increasing efficiency by **15%** per day per individual.

SKILLS

Languages and Tools: SQL | MySQL | JQL | Power BI | MS Office | MS Excel | MS Project | Google Suite | Kanban | Microsoft Visio | Monday.com | TOSCA | Wrike | Trello | Figma | Asana | Jira

Testing Methodologies: SDLC | STLC | Automation Testing | System Integration Testing | Functional testing | E2E Testing

Project Management Techniques: Impact Assessment | Resource Allocation | Scope Management | Risk Management | Scheduling | Planning | Stakeholder Management | Quality Assurance/Control | Deployment Management | Change Management | Timeline Management | Program Management

EDUCATION

University Of Florida

Gainesville, FL

Masters of Science in Electrical and Computer Engineering

Aug 2021 – May 2023

CERTIFICATION

- Project Management Principles and Practices, University of California, Irvine Jun 2022
- Scrum Foundations Professional Certified Aug 2020
- Certified Six Sigma Yellow Belt Feb 2022
- Jira Fundamentals and Confluence Fundamentals by Atlassian Jun 2022 - Jun 2024
- Google Project Management: Professional Certificate Ongoing