

Kavitha Krishnarao

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Software Engineer in St. Louis, MO

I care about solving problems that inhibit people from understanding one another & strive to implement solutions that connect us.

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PROJECT EXPERIENCE

Project Name — Video Game Achievement Tracking System

- Designed front end web pages that uses user authentication
- Track the user games, achievements and review

WORK EXPERIENCE

Program Coordinator — Saint Louis University, St. Louis, MO

Jan 2013 - Present

- Manage and prioritize schedules and coordinate meetings for 8 Pediatric fellowship programs, which include 26 fellows and 9 program directors.
- Reducing redundancy by 25% by performing detailed analysis of data related to fellowship program, and identify barriers and problems to improve existing processes
- Support fellowship initiatives and develop analytical solutions to achieve defined fellowship program objectives through user requirement analysis.
- Create and improve dissemination of information within the programs by developing new recruitment and evaluation systems (manual to digital) to track and adhere to ACGME requirements.
- Create and maintain program documentation including documents such as process flows, action plans, schedules and user manuals.
- Present results and recommendation to potential solutions by creating clear, compelling forms, tables, and other visuals using Tableau and Excel pivot tables and graphs.
- Ensure and maintain utmost discretion when dealing with sensitive topics and maintain confidentiality of all communications and documentation.
- Perform a variety of accounting activities, such as managing budget, preparing expense reports, purchase orders, and invoices each week.

Student Coordinator & Admin Assistant — Augusta State University, Augusta, GA

August 2006 - August 2011

- Provided executive-level administrative support to the Chair of the Biostatistics Department and twelve other faculty members with a

SKILLS

PROGRAMMING LANGUAGES

- C#
- Java
- JavaScript
- HTML5/CSS3

FRAMEWORKS

- .NET
- AngularJS
- Spring Boot

DATABASES

- MySQL

TOOLS

- VCS
- IntelliJ

demonstrated ability to improvise, improve procedures, and meet demanding deadlines.

- Coordinated PhD student recruitment and handling of all student related administrative tasks.
- Generate departmental monthly and annual reports.
- Designed, created and maintained Department website.
- Assisted in securing federal research grants (NIH and DOD) totaling \$1.5 million.

Freelance Web Design Consultant — IMAGE-Augusta State University, Augusta, GA

March 2005 - August 2006

- Designed and created websites for research labs and groups in the research institute.

Research Lab Admin Assistant & Web Developer - Whitehead Institute, MIT, Cambridge, MA

Jan 2004 - Jan 2005

- Designed and maintained the lab website.
- Scheduled lab sub-group and joint lab meetings and seminars.
- Maintained equipment inventory and service contracts.
- Entered purchase orders for the lab into the Lawson ordering system.

EDUCATION

LaunchCode, LC101 Programming Course — 2020

Saint Louis University, MBA - 2019

Saint Louis University, Certification in Project Management - 2016

DePaul University, Courses, HTML, Java & C - 2003

Bangalore University, BS, major in Electronics - 1995