Ariana Kha

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EXPERIENCE

Mastercard | Project Manager I, Tech. Mergers & Acquisitions   *Aug. 2023 - Current | NY*
Tools: DOMO, Sharepoint, Confluence, Agile, MS Project, Visio, SQL
- Implemented and redefined new acquisition integration strategy through playbook, runbook and RACI matrix development and cross collaboration, reducing 20%+ of time in discovery for future acquisitions
- Delivered tracking dashboards, providing insights for 600+ software reviews across 3+ acquisitions to stakeholders
- Developed data integrity report to identify misalignments and hold various workstreams accountable for accuracy
- Led initiative to ensure alignment with the cross-functional team during new business strategy adoption through establishing workflow for knowledge sharing and project baselining to drive business impact and efficiency

MetLife | Product Management Intern   *May 2022 - Aug. 2022 | NC*
Tools: Miro, Azure DevOps, Power Bi, Excel, Agile, Figma
- Conducted user research and feedback sessions to identify growth areas, metrics, and solutions for Agile implementation challenges within the team, leading to playbook development
- Identified key challenges in onboarding through, product goals, KPIs, and constructed a figma wireframe for the intern challenge. Synthesized and presented the materials and findings to executives, selected as a finalist group
- Collaboratively developed an employee integration product, reducing 50%+ of onboarding time for new hires
- Studied Agile methodology, Azure DevOps, and Miro by shadowing Scrum Masters in Agile ceremonies

Rutgers Office of Information Technology | Technology Consultant   *Aug. 2021 - May 2023 | NJ*
Tools: Papercut, Icinga, Cloud Admin Tool, ServiceNow, Microsoft Office, NetID Management
- Prioritized and coached patrons through technological challenges, ensured successful delivery, and groomed ticket log
- Diagnosed, troubleshot, and resolved tickets in networking, programs, and viruses, serving across 19 computer labs

Miller Center of Public Affairs (Pandemic Task Force) | Researcher   *Jun. 2021 - Feb. 2022 | NJ*
Tools: Excel, Canva, UMN, BLS, CDC, JHU, FactBox, ALICE
- Conceptualized COVID-19 impacts on U.S. states in a team by synthesizing data in Excel from medical/federal sources
- Developed and published dashboards for 50 U.S. state governors after analysis of each state's response to COVID-19

Personal - Website (*arianakha.github.io*) | Personal Project
Tools: HTML, CSS, Webflow, Figma, GitHub
- Developed a website using design languages and platforms to host passion and professional projects and blogs

EDUCATION

Rutgers University, New Brunswick, New Jersey   *Sep. 2019 - May 2023*
B.A.: Information Technology and Informatics major, Human Resources Management minor   *GPA: 4.0/4.0*
Honors: Matthew Lydt Society, EOF Academic Performance Scholarship, Godwin Elmer Endowed Scholarship

LEADERSHIP

Rutgers Cantonese Club | Intern, Social Chair, President   *Oct. 2020 - May 2023*
- Led a board of 24 to redevelop strategy, driving 65%+ attendance boost and weekly events for 200+ attendees

Rutgers Women in ITI Org. | Events Committee, Internal Affairs Director, Events Director   *Oct. 2020 - May 2023*
- Hosted panels with Meta, Google, etc. and led technical workshops for 400+ members. Earned 'Revolutionary Award'

SKILLS / INTERESTS

Languages: English (Fluent), Cantonese (Native/Conversational), Mandarin (Conversational)
Skills: Microsoft Suite, Figma, Webflow, HTML, CSS, Agile, Miro, GitHub, MS Project, Visio, DOMO, SQL, Tableau
Interests: Crafts, Web Design, Color Theory, Poetry, Architecture, Sudoku, Jigsaw Puzzles, Psychology, Music