

SHWETA N. JETHWA

Project Management

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SUMMARY

Results-driven Project Manager with experience managing \$15-20M projects across Aerospace, IT, Power Generation, and Semiconductor industries. Skilled in leading cross-functional teams of 40+ members, optimizing operations, and reducing shipment delays by 95%. A fast learner and a people's person with additional expertise in consulting for business strategy, M&A, and marketing, delivering actionable insights and driving client satisfaction. Focused on collaboration, operational excellence, and achieving impactful results in fast-paced environments.

EXPERIENCE

Care Giver

Career Break

02/2024 - 11/2024 India

Took a break from professional roles to serve as a caregiver for a sick parent.

- Dedicated time to care for a critically ill parent, navigating high-pressure circumstances with unwavering focus. This experience honed my resilience, enhanced my time management, and sharpened my problem-solving abilities. I am now eager to apply these strengthened skills in an impactful full-time role.

Project Manager

A&A Industries

01/2023 - 01/2024 Peabody, MA, USA

A leading custom contract manufacturing company serving various industries.

- Promoted from PM Coordinator to Project Manager within 3 months of joining due to exceptional performance.
- Planned and executed multiple projects valued at \$15-20M for company's top clients in semiconductor, power generation, aerospace, and more.
- Led cross-functional teams of over 40 members, managed NPI projects, monitored the entire production, and aligned with stakeholders to deliver quality outcomes on time and within budget, ensuring client satisfaction.
- Cultivated strong client relationships leading to a 95% reduction in shipment delays through effective communication and problem solving.

Project / Marketing Specialist

Ameresco

09/2022 - 12/2022 Framingham, MA, USA

A leading renewable energy and energy efficiency company.

- Generated leads using ZoomInfo and integrated them into Salesforce CRM, achieving a 70% conversion rate.
- Facilitated in-depth research to drive strategic project initiatives, support sales efforts, identify new client opportunities, and manage outreach campaigns, delivering measurable and impactful results.
- Analyzed CRM data, managed multiple outreach campaigns and provided analysis based on measurable KPIs.

Graduate Research Associate

Suffolk University

09/2021 - 12/2022 Boston, MA, USA

A private university known for its diverse programs and research initiatives.

- Orchestrated the research, development, and promotion of the Virtual Museum of Public Services for The National Center of Public Performance, ensuring timely project delivery.
- Led research and gathered data on public services to support professors, contributing to project planning, execution, and market analysis.
- Directed the development and launch of new certificate courses, using social media to drive 70% enrollment growth.

EDUCATION

Master of Business Administration (MBA)

Suffolk University

09/2021 - 12/2022 Boston, MA, USA

Bachelor of Engineering (IT Engineering)

Gujarat Technological University

08/2016 - 09/2020 Gujarat, India

SKILLS

Management

Project Planning	Scoping	Scheduling
Project Execution	Stakeholder Management	
Client Communication	Vendor Management	
Progress Reporting	Resource Allocation	
Business Operations	Management Consulting	

Technical

Microsoft Office	MS Excel	Agile (Scrum)		
JIRA	MS Project	Waterfall	SDLC	SAP
MySQL	Data Analysis	Power BI	Asana	
ZoomInfo	Salesforce	Quality Assurance		
Budgeting and Cost Control		Risk Management		

Core Competencies

Team Leadership	Effective Communication			
Problem Solving	Strategic Thinking			
Cross-collaboration	Time Management			
Task Prioritization	Research	SWOT Analysis		
McKinsey's 7S	Conflict Resolution	Expediter		

CERTIFICATION

Thriving as a Project Manager in the Age of AI

Certification from LinkedIn and Project Management Institute (PMI) focused on enhancing project management skills in the context of artificial intelligence.

Certified Management Consultant - LEVEL 1

Certification awarded by the Management Consulting Institute in recognition of foundational skills and knowledge in management consulting.

Foundations of Leadership (FOL 101-1 & FOL 101-2)

Certification awarded while being the Honorary member of The National Society of Leadership and Success (NSLS) recognized for leadership development, networking, and academic excellence.

PROJECTS

Project Management

Projects including Mobile App Development, NPI, NPD, Process Optimization, and Solar Energy Efficiency Campaigns across IT, Manufacturing, and Renewable Energy sectors.

Consulting

Strategic consulting in business strategy, M&A, and marketing across diverse industries such as Medical Devices, Life Sciences, AI Technology, Government Funding, Sports Management, and 3D Printing.