Ishwari Dhamdhere

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PROFESSIONAL SUMMARY

Emerging Project Management Professional with internship experience and certifications in **CAPM, CSM, and CSPO**. Skilled in project coordination, documentation, and stakeholder communication with a foundation in both Agile and Waterfall methodologies.

LICENSES & CERTIFICATIONS

CSM® | CSPO®- Scrum Alliance| CAPM® | DASM| ITIL 4 Foundation | Jira Admin |Monday.com Product Expert |

WORK EXPERIENCE AND PROJECTS

Podimetrics, Process Improvement Initiative | MA, USA   **Present**
- Developed and standardized project management templates such as charters, plans, stakeholder registers, RACI and communication plans to ensure consistency.
- Defined requirements, estimates for scope, schedule, budget, and risks, securing sponsor alignment and approvals.
- Monitored risk, budget, and resource plans, mitigating 10+ high-priority risks and reducing schedule delays by 20%.
- Directed cross-functional teams, motivating members, resolving conflicts, and ensuring adherence to methodologies
- Delivered status reports and change management processes to stakeholders, maintaining transparency and ensuring project success.

Podimetrics, Project Manager | MA, USA   **Jan 2025 – Jun 2025**
- Built and maintained integrated program/project schedules**,** tracking milestones, deliverables, dependencies, and deadlines from Alpha prototype through Beta build for a $1M FDA Class I 510(k) medical device
- Directed cross-functional programs bridging engineering, regulatory, operations, and compliance to deliver digital health platforms on time and in scope
- Developed and maintained risk registers, mitigation plans, and forecasting models**,** reducing timeline overruns by 25% and improving schedule reliability
- Created a centralized project documentation hub , standardizing onboarding, change control, and risk tracking
- Partnered with program managers to improve resource allocation and capacity planning and timely project delivery
- Oversaw launch readiness and go-to-market activities for software project, collaborating with product, operations, and marketing to drive adoption and reduce post-launch escalations by 40%
- Ensured compliance **with** HIPAA, FDA, and internal QMS standards via S3 artifact tracking, ETQ Reliance workflows, and controlled document management
- Captured and resolved 20+ critical design action items to support regulatory submissions, contributing to successful Phase 2 closure and Phase 3 readiness
- Coordinated with vendors and subcontractors for procurement, logistics, and testing activities, ensuring timely delivery and execution

Project Assistant, NEW JERSEY CITY UNIVERSITY | NJ, USA   **Jan 2023 – May 2023**
- Coordinated with the admissions department to streamline application processing workflows, reducing turnaround time by 25% through improved task tracking and stakeholder communication
- Implemented a prospective student feedback system with services, achieving 92% completion boosting engagement.
- Planned student onboarding orientations, driving a 15% increase in on-time completion of required actions

Development of Home healthcare Website on JIRA |MA, USA   **Sept 2023 – Dec 2023**
- Collaborated with stakeholders to prioritize user stories based on impact and urgency, ensuring that critical features like patient scheduling and secure data storage were delivered in early development sprints
- Assisted in organizing and executing two-week sprints, utilizing JIRA to manage backlog refinement, sprint planning, daily stand-ups, resulting in a 20% increase in team efficiency
- Supported the development and execution of testing protocols, including system verification and user validation, to ensure that the website met HIPAA compliance and provided a seamless user experience

SKILLS AND INTEREST

Project & Program Management : Strategic Planning, Program Governance, Cross-Functional Leadership, Risk & Issue Management, Road mapping, Portfolio Delivery, Strategic Planning, Negotiation, Adaptability, Problem-Solving

Tools And Platforms : MS Teams, Trello, JIRA, MS Project, MS Office, Excel, Kanban Board,Python, Google Smartsheet, Miro, Click Up, Primavera, Power BI

EDUCATION

NORTHEASTERN UNIVERSITY (NEU) **| Boston, United States of America**   **Sept 2023 – Aug 2025**
Masters of Science in Project Management   **(GPA- 3.8/4.0)**

NEW JERSEY CITY UNIVERSITY (NJCU) **| New Jersey, United States of America (Transfer)**   **Jan 2023 – May 2023**
Bachelor in Business Management   **(GPA- 3.8/4.0)**