



Priyanka Singh

PROJECT MANAGER

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CORE COMPETENCIES

- **Project & Program Management**
- **Project Planning & Governance**
- **Agile & Scrum Methodologies**
- **Client Relationship Management**
- **Budgeting & Cost - Budget vs Actuals**
- **Risk Assessment & Mitigation**
- **Stakeholder Management**
- **Team Management & Leadership**

CERTIFICATION

- **CAPM Certified**
(License# 1912315)
- **ITIL® V3 Foundation Certified**
(GR750154724PS)
- **SCRUM Master Certified**
(ID: 000661476)
- **EMC CIS, Cloud Infrastructure Services Certified**
- **EMC Information Storage and Management Certified**
- **Microsoft Azure Fundamentals certified (AZ-900)**



PROFILE SUMMARY

6 years of experience in Client Handling, project management, team leading, people management, handling multiple stakeholders and clients, strategic planning, vendor management, report creation, communication, and Project Governance.



Reporting Tools

MS Excel, PowerPoint, Word, **MS Project (MSP)**, **Gantt Charts**, **JIRA**, **Financial Force**, **SharePoint**, **Power BI Dashboards**, **Azure DevOps**.

Onsite Experience

Onsite US customer locations (Boston) to gather requirements, and release checklists and plans; for building a disaster recovery data center for **Boston University**.



AWARDS & REWARDS

Recognized with various prestigious rewards & recognitions for showcasing excellence throughout the career:

- **Spotlight Rackspace** in recognition of core values for different quarters in **2021 & 2022**.
- **Dell Champion Award** for Q1 FY19
- **Excellence@EMC Silver Award** for PM with highest incremental Q3 revenue (\$403,758) in 2016
- **ASQ (Assured survey quality) Heavy Hitter Award** in 2015.
- Honored with **Excellence@EMC Award** in recognition of outstanding project results in 2015, 2016, 2017 & 2018 for different quarters.



EDUCATION

B.E. from Visvesvaraya Technological University (V.T.U), Bengaluru in **2014**



TRAININGS

- **Project Management Professional (PMP)** Trained
- **Data Center & Infrastructure Management** Trained

ORGANIZATIONAL EXPERIENCE

Mar'21 to Present Rackspace Technologies, Gurgaon as Associate Project Manager (Professional Services)

Highlights:

- End to End Project Management activities. Starting from Scope Planning, Scheduling, Risk Management, Resource planning, execution, and successful closure.
- Spearheaded all phases for **On-Prem to Cloud Migration** & Cloud transformation projects.
- Create **Project Schedules**, Extensions that include materials estimates, assist in documenting project phases and create summary reports for budgets vs actuals, RAIDD log, Risk registers, action trackers, Project Plans, Power BI dashboards.
- Maintaining and monitoring project plans, schedules, work hours and budgets. Organizing, attending, and participating in stakeholder meetings
- Documenting and following up on important actions and decisions from meetings Ensuring project deadlines are met and handling financial queries.
- Has worked in an Agile environment, managed projects using Agile Scrum methodology, working on various cloud & Migration projects for the UK market. Proven history of successful work with cross-functional teams. Reduced project lead times & improved efficiency.
- Managed software project teams using **Agile SCRUM** practices to implement various IT Infra Solutions.
- Chair and facilitate project meetings and distribute minutes to participants, create a project management calendar for fulfilling each goal and objective Create and maintain comprehensive project documentation, plans and reports Optimizing and improving processes and the overall approach where necessary tracking and communicating project risks and opportunities.
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Provided training to new joiners and external consultants to walk through the process and tools

Jan'15 to Jul'18 Dell EMC Technologies, Bengaluru as Senior Analyst (Services Project/Program Management)

Growth Path:

Jan'15 to Mar'17: Analyst

Mar'17 to Jul'18: Senior Analyst

Highlights:

- Spearheaded all phases of Storage, Backup, Cloud migration, Data Center Consolidation, Transition & Migration projects, starting from Pre-Sales to closure.
- Front-leading **delivery of projects from the stage of initiation to monitoring & control** including planning, estimation & scheduling, integrating change control, planning risk responses and contingency planning.
- Visited **Onsite US customer locations (Boston)** to gather requirements, and release checklists and plans; for building a disaster recovery data centre.
- Solely managed entire Boston enterprise account, USA districts projects.
- Directed cross-functional teams of up to 20 people, offered them constructive feedback and successfully completed the projects on time.
- Mentored individuals & teams on the adoption and effective execution of Agile Scrum Methodology & Framework. Planning & organizing **scrum meetings, facilitating sprint planning & review meetings, sprint retrospective meetings, sprint backlog, story point estimation, and daily stand-ups.**

PERSONAL DETAILS

Address: C-24, Ashok Vihar, Phase-2, Gurugram- 122001

Visa Status: US VISA B1/B2 (valid till Nov'27)