BALAJI GUNTUR

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Customer-focused and data-driven Program Manager with over seven years of experience in technical program management, process improvement, product development, data analytics, and cross-functional team management.

EDUCATION

Master of Business Administration - STEM, Management Science Major   *May 2020*
Georgetown University, McDonough School of Business   Washington, DC

Bachelor of Engineering, Electronics & Instrumentation Engineering   *May 2011*
Anna University   Chennai, India

SKILLS & CERTIFICATIONS

Certification: PMP, Certified Scrum Product Owner(CSPO), AWS Certified Cloud Practitioner.
Functional: MS Office, MS Project, Google Workspace, Git, Jira, Confluence, SAP ERP, Technical PMO.
PM Skills: Agile-Scrum/Kanban, SDLC, Product road-mapping, requirement gathering, process improvement.
Technical: System Design & Architecture, SQL, HTML, CSS, JavaScript, Google Apps Script, VBA.
Analytics: Tableau, Google Analytics, Optimize 360, Google Data Studio, d3.js, Power BI.

EXPERIENCE

THE ARENA INC   **Washington, DC / Remote**
Project Manager – Data Analytics - Part-time   *September 2020 – December 2020*
• Managed data analytics scope, and developed project plans and roadmap, achieved all four analytics project goals.
• Implemented web analytics capabilities to track and attain KPIs for the EOY product goal of 5000 users.
• Generated reports and implemented dashboards to track marketing projects, reducing data preparation time by 35%.

WORLD BANK GROUP   **Washington, DC**
Independent Consultant – MBA Intern   *January 2020 – March 2020*
• Led three-member team to conduct market research and create a business case for carbon capture technologies; assessed 4+ technologies and 10+ vendors and recommended technologies and vendor partners with best ROI.

DASSAULT SYSTÈMES   **Detroit, MI**
Business Consultant – Digital Transformation - MBA Intern   *May 2019 – August 2019*
• Conceptualized a digital transformation roadmap and developed ROI metrics for SaaS products and tools.
• Defined and tracked KPIs, prepared plans to achieve the KPIs, improving Telecom 5G R&D efficiency by 30%.
• Authored a white paper to diversify the 5G product portfolio, reduce cost, and accelerate time to market by 20%.

HONEYWELL INTERNATIONAL   **Phoenix, AZ & Bangalore, India**
Deputy Program Manager – Technical Program Management   *September 2016 – June 2018*
• Established a detailed work breakdown structure for a $45M software program, created schedule, and secured resources; engaged stakeholders and functional teams to define program strategy, goals, and deliverables.
• Liaised with business stakeholders to identify requirements, co-ordinated with systems architects and engineers to conduct the software feasibility analysis and proposed execution roadmaps for three software programs.
• Foresaw a system integration risk by conducting qualitative and quantitative risk assessments and devised risk mitigation strategies to save $200K in budget overrun and avoid a schedule overrun.
• Identified metrics to measure software program success, tracked the metrics throughout the program execution, and created action plans for issues and deviations, resulting in a 30% reduction in software change requests.
• Invented a new financial reporting model to examine the program's financial performance, reducing variances by 12%, which led to a $2M overall program budget savings.

Program Analyst – Technical Program Management   *May 2014 – September 2016*
• Executed a $21M software program using agile methodologies, delivering all milestones 2 weeks ahead of schedule.
• Upgraded project management processes and eliminated 82% of non-value-added tasks by implementing kaizen.
• Deployed RPA to generate performance reports for 20 programs, improving analyst's throughput by 15%.

CGI GROUP INC.   **Bangalore, India**
IT Consultant – Software Development & Implementation   *July 2011 – May 2014*
• Collaborated with cross-functional teams to set up the IT PMO office, improving project delivery rate by over 10%.
• Improved project quality by 24%, saving $120K by performing root cause analysis on the cost of poor quality.
• Designed a real-time dashboard to display software metrics such as risks, milestones, and issues for over 60 projects.

DISTINCTIONS

Club Leadership: Two-time Vice-President at Toastmasters International at Honeywell and CGI.
Achievements: Top Employee Award FY2017, presented to top performers at Honeywell India.