

BALAJI GUNTUR

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Customer-focused and versatile Program Manager with more than six years of experience in program management, product development, process improvement, cross-functional team management, and data analytics. Specialized experience in complete project cycle from analysis, architecture, design, and development.

EDUCATION

Master of Business Administration - STEM, Management Science Major
Georgetown University, McDonough School of Business

May 2020
Washington, DC

Bachelor of Engineering, Electronics & Instrumentation Engineering
Anna University

May 2011
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.
PM Skills: Agile-Scrum/Kanban, SDLC, Product road-mapping, requirement analysis, process improvement.
Technical: System Design & Architecture, SQL, HTML, CSS, Visual Studio Code, Google Apps Script, VBA.
Analytics: Tableau, Google Analytics, Optimize 360, Google Data Studio, Power BI.

EXPERIENCE

The Arena Inc

Middletown, DE / Remote

Product Analytics - Part-time

September 2020 – December 2020

- Partnered with cross-functional teams to develop a go-to-market online product for high school students.
- Streamlined web analytics capabilities to track and attain KPIs for the EOY goal of 5000 subscriptions.
- Devised strategies for search engine optimization and search engine marketing to accomplish product goals.

WORLD BANK GROUP

Washington, DC

Independent Consultant – MBA Intern

January 2020 – March 2020

- Crafted business case, conducted market research, and developed an ROI model for carbon capture technologies.

DASSAULT SYSTEMES

Detroit, MI

Business Consultant – Digital Transformation - MBA Intern

May 2019 – August 2019

- Conceptualized a digital transformation roadmap and ROI benefit model for implementing SaaS products and tools.
- Defined and tracked KPIs, prepared plans to achieve the KPIs, improved 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.
- 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 earned value variances by 12%, which led to a \$2M overall program budget saving.
- Liaised with business stakeholders to identify requirements, co-ordinated with engineers to conduct software feasibility analysis, and proposed execution roadmaps for three software programs.

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

July 2011 – May 2014

- Collaborated with cross-functional teams to set up the IT PMO office to efficiently manage software projects.
 - 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.
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DISTINCTIONS

Leadership: Served as Vice-President at Toastmasters International at Honeywell and CGI.

Achievements: Top Employee Award FY2017, presented to top performers at Honeywell India.