

# 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.

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## 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

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## 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.

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## 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, increasing 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.

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## 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.