

REKHA SAGAR GUDDAPPA

BCA, MCA

PH: 425-496-9160; Email – mail2rekhs@gmail.com

EXPERIENCE SUMMARY

- **Eighteen (18)** years of cumulative **IT industry experience** serving as a Project Manager with extensive experience managing multi-million-dollars projects with AT&T, Microsoft, HPE Technologies, and State Government of Texas (TX-DCJ).
- Excellent written and verbal communication skills with both technical and non-technical audiences, including creating and presenting executive summaries to steering committees and other executive level leadership.
- Experience in publishing Power BI Desktop reports created in Report view to the Power BI service.
- Used Power Query to acquire data and Power BI desktop for designing rich visuals.
- Created, Maintained & scheduled various reports in Power BI like Tabular Reports, Matrix Reports.
- Worked on Data Analysis Expressions (DAX) for accessing data directly from Kusto database.
- Strong development skills with **AWS, Azure Data Lake, Azure Data Factory, Data Link, SQL Data Warehouse Azure Blob, Azure Storage Explorer**
- Strong knowledge on Jenkins, Docker, and Kubernetes
- Experienced in Unified Access, Okta which enables SSO across multiple project management tools such as Jira, Trello, Asana and MS project.
- Successfully managed complex projects with global implementation and rapidly evolving requirements, have exceptional ability to build/maintain client relationships.
- Hands-on expertise in all phases of project management life cycle and SDLC including on-time and within budget delivery against aggressive deadlines with methodologies such as shift left, waterfall and agile/scrum.
- Managed the overall delivery of projects to successful completion with Fortune 100 client 'Microsoft'.
- Assisted client stakeholders (both business and technical) with multiyear program planning and delivery strategies. Exceptional ability to motivate team members, conduct meetings, internal trainings & knowledge transfers.
- Plan, organize and integrate cross-functional IT projects that are significant in scope and impact. Develop and manage overall IT project management plan, work break-down structure (WBS), requirements traceability matrix (RTM), work progress reports, burn-down charts, risk register and mitigation plans.
- Provide work status reports (WSR) and financial summary reports. Demonstrated extensive leadership qualities in decision making, managing stakeholders, meeting facilitation, influencing others, problem solving, negotiations, team building and conflict management.
- Ability to lead, organize and coordinate system/technology integration work on multiple projects simultaneously.
- Very hands on with MS office suite including power point, Visio, MS project, excel, word. Received awards and appreciations from Senior VP, Directors and business stakeholders for exceptional use of project management techniques in delivering projects on-time and within budget
- Experienced in Data platforms to collect, store, process and analyze data related to project activities.
- Experienced in Identity and Access Management (IAM) for ensuring the right individuals have appropriate access to project resources, data and tools.
- Experienced in planning, execution, and monitoring of the activities required to design, build, deploy, and maintain a data warehouse.

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EDUCATION and CERTIFICATIONS

- ✓ Master of Computer Application Degree (C V Raman University, India)
- ✓ Bachelor of Computer Application (Kuvempu University, India)
- ✓ SAFe Agilist Certifications (Scaled Agile)
- ✓ Certified Scrum Product Owner (Scrum Alliance)
- ✓ Business Objects Certified Professional
- ✓ Teradata Certified Professional
- ✓ Web Intelligence and Crystal Reports Certified



PROFESSIONAL EXPERIENCE

Tech Mahindra
Project Manager

March 2019 – Till Date

Projects Summary:

AT&T

- **Project Name:** Microstamping and Law Enforcement Transfer (M-LET), AB2847/2699, FITSM
- **Projects Budget:** \$46 million dollars and more
- **PM Methodology:** Hybrid (waterfall and agile)
- **Technology:** Citrix, MS project, Jenkins, Docker, and Kubernetes, SharePoint, JIRA, Confluence, MS-Office suite, Office-365, Cisco-Jabber, Power BI, Microsoft Azure DevOps, Workday, ALM-Octane, WebEx, MS-Teams, Velocity, JIRA
- **Details:** Assembly Bill 2847/2699 requires handguns that are sold in California to include critical crime solving and safety features while at the same time ensuring that consumers have a variety of new models available to them for purchase. AB 2847/2699 reduces the requirement for firearms on the handgun roster from having a micro stamp in two or more places to one. DOJ must be able to electronic record the individual firearm micro stamp information at the time of transfer/sale and make this information available to law enforcement agencies.

Cardus Inc
Project Manager

August 2016 – February 2019

Projects Summary:

Microsoft Inc.

Responsibilities:

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- **Leadership:** enjoy being a leader in problem solving, tackling challenging projects and interacting with individuals from all areas of the organization
- **Stakeholder Management:** managing project stakeholder expectations and communications to ensure all affected parties have the information they require and have a clear understanding of the projects and expected outcomes
- **Decision-Making:** ability to use logical sound judgment and experience to determine the appropriate course of action based on scenario, procedures, and guidelines for a given situation.
- **Problem solving:** gather information needed to develop effective solutions to difficult problems. Successfully navigate a complex environment with emphasis on quality, productivity, consistency
- **Meeting Facilitation and Management:** guide the activities of an individual, group, or team toward a desired result or outcome. Drive consensus and team ownership of decisions.
- **Influencing others:** ability to collaborate, assert ideas and persuade to commit agreeable action.
- **Conflict Management and Negotiation:** ability to come to sound agreements with counterparts in business or organizational situations where there is disagreement or differences in interest.
- **Procurement/Supplier Management:** estimate, plan, and manage the work of subcontractors and other external project resources. Develop and manage subcontracting agreements.
- **Requirements Analysis and Management:** ability to systematically identify, document and manage project requirements. Tracing the requirements (RTM) from source through implementation and verification and controlling all requirements and scope change.
- **System/Technology Integration:** ability to identify and bring together a variety of technologies to deliver a complete information system that supports operational and management objectives.
- **Hands-on PM responsibilities:** including resource, budget and schedule management, coordination of activities, status gathering, scheduling and facilitating meetings, documenting and distributing meeting notes, exceptional expertise with RTM, spreadsheets, pivot tables and formulas.
- Expert knowledge of **PMBOK, CA-PMF** and State of California administrative, budget processes, departments and operations, including experience with the State Administrative Manual (**SAM**), Statewide Information Management Manual (**SIMM**), CDT Project Approval Lifecycle (**PAL**) and Organizational Change Management (**OCM**) as pertaining to IT projects.
- **Project scheduler:** as the main project scheduler, create and manage highly integrated, complex MS Project Schedules and work break-down structures using industry best practices and techniques.
 - ✓ Create Work-breakdown Structure (WBS) tasks with detailed task/activities description, activities sequencing (using lead and lag data), identify the start/end dates. Then incorporate the WBS details onto the MS Project Schedule.
 - ✓ Facilitate discussions with stakeholders on both Business and IT sides for data gathering related to Work Break-down and work plan development
 - ✓ Incorporate scheduling for change management and/or work authorization changes
 - ✓ conduct weekly schedule synch activities with extracts data to ensure both client and vendor schedules reflect the same timelines for various tasks
 - ✓ assign tasks and hrs based on email request and requests routed through various tasks and hrs request matrices saved on project SharePoint by business areas.
 - ✓ Process Project schedule updates with Operational reports, Conversion and Interfaces extracts data. Open/close tasks for time entry based on dates/timelines
 - ✓ Extensive use of Gantt, PERT, milestone charts and other PM best practices and techniques
- **Scaled Agile:** SAFe 6 certified scaled agile implementation specialist
 - ✓ expertise as a certified scrum product owner to refine the product backlog.
 - ✓ expert in creating, maintaining epics, sprint backlog, story cards and tasks on Jira.
 - ✓ expertise as a certified scrum master in sprint planning, daily scrums, sprint reviews and sprint retrospective meetings.

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State Government of Texas
Project Manager

Jan 2013 – July 2016

SafeGuard Services

Responsibilities:

- Expertise with project charter development, collecting requirements, documenting project scope statement, WBS and WBS dictionary. Excellent ability to direct & manage project work, project knowledge, monitor/control project work, perform integrated change control.
- Hands-on expertise with resource, budget and schedule management, coordination of activities, status gathering, scheduling and facilitating meetings, documenting and distributing meeting notes
- Agile/Scrum expertise as a scrum master including sprint planning, daily scrums, sprint reviews and sprint retrospective meetings. Excellent ability to work with the product owner to refine the product backlog. Expert in creating, maintaining epics, sprint backlog, story cards and tasks on Jira.
- Expertise with initial ROM estimates, post BRD, analysis estimates and 3-point estimates.
- Expertise with control accounts, work performance data (WPD), work performance info (WPI) and work performance reports (WPR).
- Expertise with earned value analysis including calculating earned value (EV), cost variance (CV), cost performance index (CPI), schedule variance (SV), schedule performance index (SPI), estimate at completion (EAC), estimate to completion (ETC), variance at completion (VAC), to complete performance index (TCPI). Ability to map technical design, test scenarios and test cases to RTM.
- Expertise with plan, manage and monitor communications during all phases of the PLC.
- Plan risk management, identify risks, perform risk qualitative and quantitative analysis.
- Expertise with identifying stakeholders, plan stakeholder engagement, manage and monitor stakeholder engagements throughout the course of the program/project timelines.
- Ability to classify stakeholders and build salience model based on stakeholder attributes
- Successfully implemented projects including completing the deliverables, transitioning to operations, documenting the lessons learnt, formally closing the phase, contract and project.
- Managing performance and changes of the PM Plan, making integrated decisions based on the changes that impact the project. Measuring, monitoring the progress and taking appropriate action.
- Strong in business process - business awareness, ability to recognize patterns and think strategically about a solution that ties to a greater objective / purpose (big picture person)
- Strong documentation skills and can work with rapid change and fast pace. High energy and ability to work both independently and across multiple teams in very fast growth environment
- Exceptionally collaborative, flexible and adaptable when working with customers, various teams.
- Provide clear communication to the organization on project status, critical path, as well as potential areas of risk. Function as the primary point-of-contact for key stakeholders across the organization.
- Contribute to product prioritization decisions by providing data and analysis from current and past projects. Provide feedback to team members regarding performance and requirements
- Build strong informal and formal communication channels to deliver information that is accurate and up-to-date to all stakeholders. Utilize corporate approved tools and implement them to empower and unencumber team members as they work to complete projects
- Ability to build a collaborative decision-making environment that will enable the team to respond to changes. Provide direction, prioritization and motivation to project team staff, conduct research and analysis on system integration and implementation in order to manage allocation of resources to meet work fluctuations and time deadlines in the delivery process.

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NetJets Inc.
IT Project Manager

Dec 2004 – Dec 2012

Responsibilities:

- Schedule, lead and facilitate project team meetings maintaining agendas, attendance records and takeaways from the meetings. Coordinate activities between cross-functional teams to identify challenges, makes recommendations to resolve and ensures resolution implementation.
- Efficiently coordinate tasks and deliverables between internal project teams and external vendors.
- High level ability to anticipate/identify project risks and issues in advance and implements necessary strategies to circumvent and/or resolve minimizing impact to project activities.
- Manage project according to staffing management plan, resulting in resource planning and allocation sufficient to deliver desired outcomes on time and within applicable budget.
- Work with Business Analysts to assist project owners in gathering, documenting, and understanding business requirements for projects. Work with Quality Assurance to assist project owners in gathering, documenting, and understanding business test plans, scenarios for projects.
- Responsible for ensuring project related communication channels are proactively and effectively managed so that status is communicated to the appropriate stakeholders at the appropriate time.
- Provides project related updates to program director, team members, business owner and/or executive sponsor as required by plan or by developing circumstances.
- Ensures proper advanced notifications of status changes are made with business owners, executive sponsors and Project Management Office management.
- Act as a liaison among business, technical and other personnel responsible for project tasks. Advanced ability to explain and/or discuss highly complex technical and/or business concepts.
- Expert in schedule management techniques including schedule management planning, defining activities, listing activities, sequencing activities, identifying activity relationships, lead/lag and slack/float, creating PDM/AON diagrams to determine critical path, arrive at schedule baselines.
- Well versed with cost estimation techniques like analogous, parametric, 3-point and bottom-up estimates. Experienced with Earned value, variance, trend and reserve analysis. Ability to calculate cost baselines and determine project budget.
- Ability to build project RACI matrix, stakeholder engagement assessment (SEAM) matrix, stakeholder salience model based on power, interest and influence grouping.
- Thorough understanding of communication methods, models and techniques. Identify resource requirements, work with resource managers to gather resources and build project teams.
- Well versed in team development model and the five stages of Tuckman ladder.
- Work seamlessly with both co-located and virtual teams. Expertise with conflict management and resolution techniques including collaborate/problem solving, compromise/reconcile, withdrawing/avoiding, smoothing/accommodating.
- Expertise with decision tree analysis to arrive at the \$EMV (Earned Monetary Value) based on the probability and impact assessments. Root cause analysis, risks, assumptions and constraints analysis, SWOT analysis, build risk register and risk reports.
- On Agile projects, maintain Product and Sprint backlog of requirements, establish and operate governance around prioritization of requests. Responsible for the end-to-end integration of various work streams in order to deliver the intended project solution.
- Conduct sprint planning, daily scrums, sprint reviews and sprint retrospective meetings.
- Direct and manage project work, project knowledge. Monitor and control project work, perform integrated change control. Plan Quality, Resource, Communications, Procurement and Stakeholder management. Acquire resources, develop and manage project team.