**SUBBALAKSHMY VENKITESWARAN, PMP**

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**TALENTED PROJECT MANAGER / HEART CENTERED LEADER**

# Value Focused | Deliver Incremental Growth | Increase Profitability | Risk Management | Operational Excellence

**SUMMARY**

Seasoned Project Manager with 15+ years of leadership, excels in workflow organization, complex problem-solving, data-driven decisions, and motivating cross-functional teams for on-time, within-budget, high-quality projects. Adaptable and mission-driven, passionate about empowering individuals to harness their strengths and address weaknesses when needed.

**APPLIED MATERIALS** , Austin, TX 2022 - Current

## Technical Project Manager

Led strategic initiatives to mitigate the risk of $2 million revenue loss due to a single-source supplier's potential closure caused by geopolitical factors and PFAS environmental regulations. The Task Force project aimed to qualify alternative o-ring suppliers, addressing supply chain issues. Managed a global team across 10+ workstreams, involving 50+ stakeholders, spanning 40+ Chamber Types using waterfall and hybrid approach. Utilized SAP and Teamcenter capabilities to encompass all facets of the Product Life Cycle (PLM). The [LinkedIn endorsements](https://www.linkedin.com/in/subba-venkiteswaran-2864751/) reflect the collaborative success achieved.

### Key Contributions:

* Followed the waterfall model to define the project timeline from Initiation to Implementation. When needed, adapted Scrum style of Project Management approach. Mitigated risks, resolved issues and documented assumptions where there was ambiguity, creatively navigated constraints. Through the adoption of alternative methods, managed to cut 2 months off the critical path for project completion.
* Attained 100% clarity in project progress using a Smartsheet Dashboard, ensuring transparent tracking across 26 Chamber types led by 8+ Engineers. Divided the project life cycle into 7 phases (stages), improving overall clarity and understanding of complex project artifacts from sample ordering to ECR process completion. Additionally, introduced a RASIC chart to eliminate any ambiguity regarding roles and responsibilities.
* Lowered overhead and rework by a minimum of 20% through effective utilization of tools and resource realignment. This optimization led to increased accountability and end to end effective meeting facilitation (Clear Agenda with outcome, next steps, publishing Minutes, track actions).
* Spearheaded a landmark collaboration between Business Units (BU) and the Preventive Maintenance team, resulting in the elimination of 100% rework, smooth handoff to operations and annual cost savings exceeding $300,000 for the ETCH BU.
* Adapted creative leadership style to accommodate evolving team dynamics and varying working hours. Developed Smartsheet Dashboards and promoted standardized processes across diverse Business Units, streamlining data collection, consistent reporting and improved data management.
* Provided guidance and professional development in Smartsheet to team members, empowering them to seamlessly adapt to new technology.

# **WESTAT**, Austin, TX 2020 - 2022

## Technical Project Manager

Managed a diverse project portfolio exceeding $20 million for Comprehensive Center 14 (CC14), with a primary focus on standardizing processes, improving project visibility through effective planning, and ensuring the timely delivery of comprehensive status reports covering Milestones, Outputs, and Outcomes for over 15 initiatives to the Department of Education (DoE).

### Key Contributions:

* Achieved a 100% improvement in project progress transparency by implementing Smartsheet dashboards for over 15 projects, ensuring the delivery of real-time updates.
* Improved Speaker Engagement for over 10+ speakers across two conferences in a single year, utilizing Smartsheet capabilities. Reduced future conference lead time by 25% through the creation of a centralized Speaker portfolio repository, which included bios, profile pictures, and contact information.
* Introduced an automated Honorarium distribution system using Smartsheet, resulting in a 50% reduction in anticipated future overhead costs.

**HOUGHTON MIFFLIN HARCOURT**, Austin, TX 2011 - 2019

## Senior Technical Project Manager

Led cross-functional teams to successfully deliver projects across multiple business units and school districts, ensuring high-quality deliverables within specified time and budget constraints.

### Key Contributions:

* Implemented Scrum, Waterfall, or Hybrid Project Management as per project needs. Achieved 100% reduction in Project Health ambiguity through the utilization of Smartsheet dashboards for tracking project schedules, budgets, milestones, risks, issues, and major accomplishments.
* Enhanced workflow efficiency and increased stakeholder confidence by 30% through the analysis and review of business, technical, and functional requirements.
* Recognized as Employee of the Month for consistently meeting deadlines with precision and achieving 100% customer satisfaction.
* Improved project performance by 25% by conducting reflections on over 10 projects, facilitating necessary changes, and integrating improvement initiatives into every project, offering creative solutions to complex problems.

**XEROX CORPORATION**, Austin, TX 2009 - 2011

## Program Manager

As a Program Manager, directed state-benefit projects such as EBT, SNAP cards etc. to achieve evidence-based operational excellence. Recognized for leadership skills, promoted to the role of Change Control Board Chair within a newly established Result Management Office, responsible for driving essential improvements in a geographically distributed team.

### Key Contributions:

* Realized cost savings of $50K within 6 weeks by analyzing critical issues and optimizing the Change Control process, resulting in increased customer satisfaction.
* Established a Change Control Board to ensure project governance, streamline portfolio changes, collaborating effectively with Senior Portfolio Managers.
* Published weekly change request updates, ensuring coordination with Implementation Managers and Product teams across 7 ongoing projects with an expected return of $80M.

**Core Competencies**: Waterfall and Agile Methodologies | Project Planning & Documentation | Conflict Resolution | Customer Service-Focused | Time Management | Stakeholder Relations | Heart Centered Leadership Coach (Influencer)

# **Technology Skills:** MS Project | Trello | Smartsheet | Visio | SAP| Nucleus | JIRA | Salesforce | Smartsheet| TeamCenter

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| **EDUCATION** | Master of Science (MS), Physics, Delhi University, New Delhi, India |
| **PROFESSIONAL DEVELOPMENT** | Project Management Fundamentals, University of California - Irvine, CA, USA |
| **MEMBERSHIPS | ORGANIZATIONS** | Project Management Institute (PMI) - Austin Chapter |
| **INDUSTRIES** | Utility, Education, Manufacturing (Semiconductors, Supply-chain, ERP) |
| **CERTIFICATIONS** | * ScrumSTUDY Agile Master Certified | SCRUMStudy * Project Management Professional (PMP) | Project Management Institute * Certified Heart Centered Leadership Coach, Earth Waking University, Austin, TX, USA |
| **PRESENTATIONS** | * Session on Conflict Resolution at the Austin PMI Lunch and Learn, May 2019 * Session on Emotional Freedom Technique at multiple avenues * Multiple Smartsheet presentation at Smartsheet Forums |

**VOLUNTEER / COMMUNITY**

– As an entrepreneur, initiated and established the Austin Chapter for Sankara Eye Foundation from scratch. Starting as the sole volunteer, successfully recruited and organized a volunteer base of over 100 individuals. Nurtured and developed leaders to oversee various aspects of the organization's events. Notably, Introduced a Mega Bollywood show to the community, marking the first such event in nearly a decade. This show was not only profitable but also sold out, significantly contributing to the foundation's growth by expanding its donor base 5,000-fold in Austin, Texas.