**Stephanie**

**Tel: 737-279-3522**

[**vardhan@theesbcorp.com**](mailto:vardhan@theesbcorp.com)

A driven and accountable Technical Project Manager with a proven track record of successfully completing projects on-time and under budget. Known for managing hands on, high risk projects well under pressure with the ability to adapt to different personalities. With her biggest attribute is her self-motivation, she is eager to apply these

skillsets to a long-term, remote position where she can dive into a fast paced environment

# PROFESSIONAL EXPERIENCE

JPMORGAN CHASE - Dallas, TX June 2018- Present

Project Manager – End User Technology

* Engage customer partners to meet their roadmap and expectations
* Schedule software upgrades and maintenance support agreements
* Managed complex project activities while leveraging Agile methodologies to ensure timelines, iterations and budgets are maintains
* Diagnosed and troubleshoot issues, checked KPI’s and analyzed all system issues using best practice
* Ability to successfully and skillfully work with business partners, stakeholders and sponsors to achieve common goals
* Knowledge of Project Management methodologies and the Software Development Life Cycle (SDLC)
* Analyzed data to of product usage to reduce costs
* Used Jira to manage and track agile projects
* Leaded with Waterfall and Scrum Master skills to achieve organizational milestones and objectives
* Prioritize flexibility in a fast-paced project and business environment
* Completed quarterly training on applications, data governance and Microsoft products to further educate
* Completed financial planning, reported monthly financial updates and cost saving initiatives with Tableau
* Utilized Microsoft office to deliver detailed written and verbal communication with stakeholders
* Monitor project stakeholders action items, tasks, risk register and user stories
* Perform diagnostic check utilizing computer technology and observational methods
* Provide weekly project status updates and feedback
* Created and organized a team Sharepoint for documentation and reporting
* Communicated via key stakeholders via Teams and Outlook to schedule meetings and share brief updates
* Host daily, weekly and bi-weekly team stand up meetings
* Utilized Scrum Master skills to achieve organizational milestones
* Applied Clarity to schedule the team effectively with their availability to keep the project on target
* Successfully migrated 12,000+ Commercial Bank users as a firm wide initiative to the company’s newest platform within target timeline
* Manages Stakeholder reporting for project deliverables
* Managed the Technical Demand Financial Planning for all of Commercial Bank End User Services (14,000+ users)
* Enhanced user experience and reduced latency by successfully completing multiple optimization projects including Mailbox Optimization and AD Group Optimization
* Tracked and remediated over 115 applications with dependencies
* Worked directly with users to resolve equipment, migration, technical and other issues when RTO
* Addressed and resolved project risks to efficiently complete deliverables
* Strategically removed over 1,300 application (unused/redundant) from users profiles to allow migration
* Scheduled and managed the pilot and sprints for ConnectMe to migrate all of Commercial bank users to a virtual phone service before RTO

BECK GROUP - Dallas, TX Jan 2016 – Feb 2019

Project Manager – Healthcare Construction

* Managed all new and current Healthcare projects (Architecture and Construction) on the Cosentino platform
* Updated the monthly and yearly budget for Healthcare’s accurate spending
* Used Jira to manage and track agile projects
* E-commerce experience in analyzing the companies online retail performance
* Completed financial planning, reported monthly financial updates and cost saving initiatives with Tableau
* Communicated via key stakeholders via Outlook to schedule meetings and share brief updates
* Utilized Microsoft office to deliver detailed written and verbal communication with stakeholders
* Leaded with Waterfall and Scrum Master skills to achieve organizational milestones and objectives
* Diagnosed and troubleshoot issues, checked KPI’s and analyzed all system issues using best practice
* Hosted weekly and monthly update meetings
* Collaborated with the Marketing Team to edit all (700+ users) profiles
* Managed the online Beck Group Store including logos and distribution
* Created and organized a team Sharepoint for documentation and reporting
* Financial planning for annual travel and conferences for all of Healthcare (60+ users)
* Provided detailed meeting minutes for accurate follow ups and future references
* Used Agile methodology to successfully complete projects

COMMAND AND GENERAL STAFF COLLEGE, Fort Leavenworth, KS

Project Manager

* Complete data reports and transfer financials
* Act as a point of contact between executives and employees/clients
* Completed and distribute invoices correctly
* Scheduled and managed meetings, conferences & conference calls
* Process invoices and charitable contributions

April 2012-Nov 2015

* Proactively thinks and act strategically for all weekly/daily task for Chairman with a positive attitude, being able to adapt to all audiences

# SKILLS

* Agile & Waterfall Methodologies
* Jira, Tableau, Microsoft Office (Project, Excel, Visio, PowerPoint, Word), SharePoint, Teams, Clarity & Outlook
* Documentation, Data Analysis, E-commerce & Problem Solving
* Time Management and Scheduling

# CERTIFICATIONS

* Project Management Professional Certificate (PMP)
* ScrumMaster
* Six Sigma

# EDUCATION

SAM HOUSTON STATE UNIVERSITY

Business Administration August 2018-May 2020

COLLIN COUNTY COMMUNITY COLLEGE

Business Administration……………………………………………………………………………………………..…………….August 2016- May 2