# Leela Krishna Sarepalli, MBA, PMP Waterloo - Kitchener, Ontario, Canada | 506.566.8442 | leela.sarepalli@gmail.com

Highly organized and detail-oriented Administrative Professional with extensive experience in data entry, payroll processing, document management, and financial tracking. Proficient in Microsoft Excel, Word, Sage 50, and office administration. Adept at managing schedules, handling invoicing, coordinating meetings, and maintaining company records. Strong problem-solving skills with a proactive approach to office operations and workflow optimization.

## Work Experience

**Content Publishing Project Manager** Feb 2025 – Till Date

PMILOC | Mississauga (Volunteer)

* Designed Power BI dashboards to provide real-time PMI events and benefits insights into 2,000+ memberships, monthly events, and overall member engagement.
* Automated the event posting and member registration process, optimizing workflows for monthly events and reducing manual effort by 50%.

**Digital Transition Coordinator** Nov 2024 - Dec 2024

YWCA | Kitchener (Volunteer)

* Led data entry and records transition from paper-based processes to a cloud-based system.
* Developed and organized business workflows, documents, and Excel tracking sheets.
* Provided training and user support for improved document management.

**Operations Executive** Oct 2024 - Dec 2024

UPS Operations | Kitchener (Contract Full-time)

* Managed scheduling, payroll, and employee records, ensuring accurate documentation and compliance.
* Tracked inventory, expenses, and workflow efficiency using Excel spreadsheets.
* Assisted with data entry, financial tracking, and accounts payable/receivable.
* Maintained email accounts, correspondence, and organized company files.

**Customer Support Executive** May 2023 - Feb 2024

CallCenterGuys Inc | Fredericton (Part-time)

* Processed customer inquiries, email management, and scheduling using CRM software.
* Maintained accurate documentation of customer interactions and transactions.
* Handled multi-tasking responsibilities in a fast-paced environment while providing administrative support.

**Business Analyst** May 2022 - Aug 2022

VeroSource IT solutions Inc | Fredericton (Internship)

* Maintained accurate records and documentation for financial and administrative reports.
* Conducted data entry, report generation, and tracking using Microsoft Excel.
* Assisted with accounts payable, receivables, and expense tracking.

## Education

**University of New Brunswick, Fredericton, NB, Canada** Sep 2021 - May 2023

Master of Business Administration | Project Management & Business Analysis

## MBA Capstone Projects

CORSphere, Software company in St. John's, Newfoundland and Labrador

* Developed a scalable Ideal Customer Profile (ICP) framework for an AI startup with growth opportunity in predictive maintenance for the marine industry.
* Performed requirements gathering and cost-benefit analysis with actionable sales strategies, realistic targets, and a tiered pricing model $35-$70/asset/month to enhance market entry impact and recommended a cohesive sales pipeline and customer feedback integration to optimize marketing efforts.

Educated Beards, Best Men's Beard Grooming Products, Fredericton

* Developed use case and business case to streamline HR onboarding system for a men's beard grooming company, incorporating automation tools like ProcedureFlow, reducing onboarding time by 30% while ensuring compliance with regulatory standards.
* Optimized supply chain by identified 15 alternative suppliers, created performance measures and mitigate risks from single-source dependency, reducing procurement costs by 15% for key raw materials.

## Core Skills

* **Office Administration & Data Entry**: Microsoft Excel, Word, Sage 50, Gmail
* **Payroll Processing & Financial Tracking**: Accounts payable/receivable, invoicing
* **Scheduling & Organizational Management**: Calendar coordination, document filing
* **Client Communication & Correspondence**: Email handling, phone interactions