

Neha Vijay Bellary

617-642-4634 | nehavb97@gmail.com | Boston, MA 02134 | [LinkedIn](#)

PROFESSIONAL SUMMARY

A proactive and driven Project Management Intern with more than 2 years of experience looking to leverage strong planning and organizational skills to contribute to the successful delivery of projects and exceed stakeholder expectations. Committed to staying up-to-date with the latest industry trends and bringing innovative solutions to the organisation.

EDUCATION

Northeastern University, College of Professional Studies | May 2026

Master of Science in Project Management (Agile Concentration)

- **Cumulative GPA:** 3.5
- **Relevant Course:** Agile Project Management, Foundations of project management, Risk management, Stakeholder Management, IT Communications, Scope Management.

EXPERIENCE

Student Project Lead | Northeastern University Project Management | Sept 2024 - Present

- Coordinated with team of 5 students in organizing a campus-wide entrepreneurship fair
- Led team discussions on responsible technology practices, emphasizing ethical considerations for cross-functional projects and resource management.
- Conducted onsite reviews to monitor project progress, addressing any schedule deviations or operational risks.

Executive Assistant | Salesforce | Oct 2022 – April 2024

- Coordinated multiple events, overseeing vendor management, budget reporting, and logistics to ensure successful execution aligned with organizational goals.
- Maintained event schedules and documentation, updating timelines and communicating changes to stakeholders.
- Managed communication channels via Slack, JIRA, and email, resolving user issues efficiently.
- Improved communication workflows between stakeholders and vendors, ensuring alignment on project deliverables.
- Organized and updated a database of over 1,000 contacts leading to enhanced communication efficiency
- Managed procurement processes and reduced costs by negotiating vendor terms, achieving 15% savings on supply costs

Admin Executive | Schneider Electric Pvt Ltd | Dec 2021 – Aug 2022

- Delivered comprehensive administrative support, facilitating the smooth operation of corporate functions and managing cross-functional project collaboration.
- Coordinated schedules and logistics for cross-functional teams, maintaining accurate records to facilitate project tracking.
- Reduced document retrieval times by developing a file management system improving organization by 30%
- Organized and updated project files, resulting in improved team efficiency and 25% reduction in misplaced documents

Intern | The Ritz-Carlton Hotel Company, L.L.C | Dec 2020 – May 2021

- Managed daily administrative operations, including email management, data entry, and procurement of office supplies, contributing to seamless project execution.
- Supported event logistics for key project meetings and milestone events, including vendor coordination and materials preparation.

SKILLS

Project Management Software: Microsoft Project, Asana, JIRA, Smartsheet, Monday.com

Methodologies: Agile, Scrum, Waterfall, Lean, Six Sigma

Data & Reporting: Advanced Excel (Pivot Tables, VLOOKUP), Power BI

Communication: Stakeholder Management, Client Relations, Cross-functional Collaboration

Collaboration Tools: Slack, Microsoft Teams, Zoom, Google Workspace, SharePoint, Confluence

Productivity: Time Management, Workflow Development, Prioritization Strategies, Project Deliverables, Project Coordination, Performance Metrics, Risk Assessment, Budget & Reporting, Gantt Charts, Stakeholder Analysis.

OTHER

- **Certifications:** Project Management Professional (PMP) - Expected 2025, Certified Agile Project Manager – Expected 2025, Google Project Management Professional Certified.
- **Leadership & Volunteering:** *Program Coordinator* - Toastmasters International Club, *Secretary* - Rotaract Club (South Bangalore, IN), *Franchise Owner* at The Bowl Company Pvt Ltd (Bengaluru, India).
- **Technical Courses & Learning:** Completed 'Advanced Excel for Data Analytics', Advanced training in Customer Relationship Management (CRM) software & Tableau, Advanced Project Management Workshop