

**Vijaya Noone**

**CERTIFIED SCRUM MASTER**

­­RANGE OF EXPERIENCE 5+ Yrs of Work Experience

* Comprehensive knowledge of various Software Development Life Cycles (SDLC).
* Solid interpersonal skills and experience working in large and diverse cross-functional teams.
* Highly motivated, self-directed, quickly adaptable to situations, flexible, and curious.
* Strong analytical, leadership and interpersonal skills; team-oriented and demonstrated ability to manage different and often conflicting objectives/activities at one time.
* Facilitated Sprint Ceremonies (Backlog Grooming, Sprint Planning, Daily Stand-ups, Sprint Review and Sprint Retrospective) for each of the Agile SCRUM methodology sprints as a SCRUM master.
* Expertise in handling SCRUM artifacts (Product Backlog, Sprint Backlog, Sprint Task list, Sprint Burn Down chart and Release Burn Down Chart).
* Led the breaking-down of epics into user stories (INVEST format) and handled requirements churn.
* Held expertise in facilitating workshops for the prioritization and estimation of user stories using techniques such as MoSCoW, KANO, planning poker and T-shirt sizing.
* Expertise in implementing systems Development in Agile (Scrum), Waterfall Methodology and Hybrid (Waterfall+ Scrum) Methodology.
* Years of experience in conducting document analysis, business process re-engineering (BPR), Business Process Improvements and creating Business Requirements document (BRD), Functional Specification document (FSD) and Use-Case Specifications.
* Assist in transparent, upward communication to the development leadership, executives.
* Experience of Microsoft Project Plan and have knowledge of Project management process groups such as Initiation, Planning, Execution, Monitoring & Control and Closure of Project.
* Work with other scrum masters to coordinate the priorities and efforts of shared resources.
* Manage and communicate metrics, such as velocity, trajectory, burn-down etc.
* Conversant at Test Planning, Test Data Management and Test Case Management , Execution and defect management in QC.
* Proficient in Agile/Scrum, Waterfall and QA methodologies. Well versed with Rally, Jira & Version One.
* A strong work ethic combined with a commitment to excellence in all projects undertaken.
* An effective communicator with excellent relationship building & interpersonal skills. Possess a flexible &detail oriented attitude.
* Track record of leading others and positive change in project definition, project delivery, and process improvement.
* Past success in creating high performance teams, inspiring and empowering them to achieve results.

**TECHNOLOGY AND TOOLS:**

* **Team Foundation Server (TFS), Jira, VersionOne, Jira, Rally, MS Project, SharePoint/Remedy, SQL, HTML, XML, SQL, Visio, Project, Outlook, Express, Excel, PowerPoint, Sales Force Suite, Oracle, Software Development Lifecycle (SDLC), UML, Agile/ Scrum/Kanban Waterfall Methodologies, UML 2.0, WebEx, Go To Meeting**

**EDUCATION:**

* Master’s in Information System-2017.
* Bachelor’s in CSE-2013.

**Technical Skills:**

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| Operating Systems | **Mac OS, Windows 7/Vista/XP/2000, Linux, UNIX** |
| Statistical Tool | **Excel 2007/2010, Access 2003/2007, Minitab.** |
| Business Modeling and Reporting Tools | **Rational Rose Enterprise Suite, Rational Requisite Pro, MS Visio, Clear Case,**  **Clear Quest, COGNOS, Crystal Reports, SharePoint 2007** |
| Project Methodology | **Rational Unified Process (RUP), Software Development Life Cycle (SDLC),**  **Agile and Waterfall** |
| Packages | **MS Office (Word, Excel, PowerPoint), MS Visio, MS Project** |
| Languages | **HTML, DHTML, Visual Basics(VBA)** |
| Scrum Tools | **Atlassian JIRA + Agile, Confluence, Team Foundation Server (TFS),**  **Rally Agile Tool, Trello, Leankit for Kanban, Linoit for Team Retrospectives,**  **Scrum Poker** |
| SDLC Methodologies | **Waterfall, KANBAN, Lean, Agile Scrum, SAFe, Hybrid (Waterfall + SCRUM),LMS, LRS.** |
| **Project Tools** | **MS Project, MS Office Suite, JIRA, MS SharePoint, GIT, Object Oriented Analysis and Design (OOAD) using Unified Modeling Language (UML).** |

**J&J, NJ May’ 2018 – Till Date**

**Role: Scrum Master**

**Key Responsibilities:**

* Adapting the Agile framework and supporting the team to adapt the new working model.
* Facilitating Sprint review, Sprint retrospective, Backlog grooming session’smeetings as to identify the things to be improved in the following Sprints.
* Assessments of the current team process and recommendations for transitioning to Agile and Scrum methods
* Supplementary training of client staff, as requested, on Scrum processes and procedures.
* Recommendations for and support for configuration of Agile Sprint management tools such as JIRA, Confluence, templates.
* Led the breaking-down of epics into user stories (INVEST format) and handled requirements churn.
* Held expertise in facilitating workshops for the prioritization and estimation of user stories using
* Techniques such as MoSCoW, KANO, planning poker and T-shirt sizing.
* Anticipating the feature risks by recognizing the impediments and being ready at any given time to resolve and remove these road blocks and making the team move forward with the project
* Maintaining consistent Focus on team members, Multi functional&Technical teams, Crosscollaboration teams, Engaging actively with stake holders, and Vendors.
* Thorough calculation of Capacity by comparing the Estimates to Actuals and Time Boxing the tasks for the team
* Working with Product Owners and Product Managers to make sure the User Stories are prioritized and reached Definition of Ready as before adding them into a respective Sprint
* Facilitate and assist Agile Scrum or Kanban teams in ceremonies including standups, sprint planning, backlog grooming, retrospectives, and PI planning sessions.
* Develops detailed work plans, schedules, project estimates, resource plans and status reports.
* Facilitate daily scrums, stand-ups, and meetings to monitor project progress and resolve any issues the team may be experiencing.
* Produces risk analysis and risk mitigation plans and responsible for project tracking and analysis.
* Manages vendor selection, contract negotiations, the integration of vendor tasks into the work plan and tracks and reviews vendor deliverables.
* Ensure milestones are reached and deadlines are met throughout project lifecycle.
* Build strong relationships with stakeholders, application users, and program owners.
* Provide situational coaching and support team members to optimize their use of Agile.
* Help teams enable built-in quality by executing practices such as DevOps, CDCI Pipeline, Integrated Test Strategies, and automation.
* Lead and participate in communities of practice - populated with both Brighthouse and vendor employees - that serve to both promote best practices and solicit input on how to continuous improve operations.
* Managed project scope to ensure delivery was compliant with scope commitment.
* Tracked and managed product backlog, burndown metrics, velocity, and task breakdown.
* Educating and Assisting the team members in understanding the Agile methodology and getting them adapted to Agile
* Managed impediments, roadblocks and issues for my teams
* Providing status to the product stakeholders and executive leadership team
* Created a platform for standardizing agile practices through a Community of Practice (CoP)
* Maintain a strategic focus on the deliverables, including frequent interaction with the business area to ensure a balance between the immediate project needs and the long-term goals of the company.

**Citi Group, TX Jun’ 2017 – Apr’2018**

**Role: Scrum Master**

**Key Responsibilities**

* As a Scrum Master facilitated scrum events including Sprint planning, Stand-up meeting, Backlog refinement, Sprint review and Sprint retrospective meetings.
* Assistedteam to adapt Scrum documentation – to create Product Backlog with User stories, Sprint Backlog, Sprint Task List, Sprint Burn down and Release Burn Down charts using JIRA. Expertise in multiple estimation and prioritization techniques – MoSCoW, Kano, T-shirt sizing, Planning Poker.
* Assisted Product Owner in writing Acceptance Criteria for user stories, Definition of Done (DOD) for PSPI’s.
* Encouraged and implementedprocess improvements techniques and ensure that there was room for change. Introduced a checklist during story time to ask the right questions while reviewing each story.
* Reported defect status to business users and serious management by using Tableau 9.1 and JIRA.
* On HIP(Hardening Innovation and Planning) i.e on the last sprint of PI-5-planning integrating the codes designed and developed which were committed on the first day of PI-1 Planning.
* Worked extensively on analyzing and testing the 837 institutional and professional EDI transactions.
* Assisted in requirements gathering and preparing the technical system design and System Design analysis of the flow of EDI transaction sets 834, 835, 997.
* Make sure the project stays on track by pro-actively controlling actual status of cost, schedule, quality and resources versus plans and by tracking corrective action- resolvingcross- departmental conflicts.
* Used JIRA tool for Sprint planning, Sprint backlog management, Sprint Task list management, task allocations and report generation. Generated reports to track team velocity, issue tracking, team work load tracking and response time tracking.
* Worked closely with the agile coach to implement best industry practices on Agile Scrum for the scrum development team.
* Formulated User Story Points estimation standards and relative work hour’s estimation standards along with the Product Owner and SME’s. Used Planning Poker and T-shirt Sizing as estimation techniques.

**I- Globus, Hyderabad Jun’ 2013– Feb’ 2016**

**Role: Business Analyst/ Scrum Master**

**Key Responsibilities:**

* Manage software development Scrum teams throughout the entire software development project lifecycle, including facilitating the planning, construction, testing, and deployment phase
* Reviewed and assisted the team in functional testing of the application prior to demo in the sprint review meeting. Maintained the Sprint Burn down and Release Burn Downcharts Using JIRA.
* Removed internal and external impediments that hinder team’s productivity. Worked with the team in the grooming and prioritization of sprint backlog.
* Part of the team responsible for the analysis, design and implementation of the business solution.
* Analyzed business requirement document to acquire knowledge on the functional requirements.
* Wrote numerous user stories and supported the development teams in apprehending them.
* Assisted in the Data mapping and Data modeling for conversions and resolved data type inconsistency.
* Defined the business process re-engineering (BPR) roadmap to formulate the “To-be” process.
* Served as liaison between the scrum team, architect and key stakeholders, earning their confidence with reliable follow-through
* Led the requirements gathering and road-mapping activities
* Facilitates scrum ceremonies and agile training workshops and 1-on-1 coaching to teams
* Assertive in areas of safe guarding the team from outside disruptions or interruptions
* Work with the team and stakeholders to help ensure projects meet the requirements and are delivered with quality in a timely manner
* Conducts training on agiledelivery practices such as user story writing, Definition of Ready and Definition of Done, scrum ceremonies, and the right team dynamics for successful delivery.
* Managed multiple product delivery from inception to an operational state using agile
* Managed cross-functional teams, dependencies, impediments, and multi-dependent work streams, and releases for a number of products at the same time.