

# TANU CHELLAM

Tanushree Chellam ♦ 115 Morris St Apt 1129, Jersey City, NJ 07302 ♦ tanu@tanuchellam.com ♦ 989.303.8268

## PROFESSIONAL EXPERIENCE

### **CREDIT SUISSE: Project Manager (Strategy Analyst)** New York City, NY

JUL 2013 — PRESENT

- Managed an end-to-end lifecycle internal social media project to improve engagement within the department by implementing a prioritized multi-pronged strategy
- Spearheaded the site from pre-launch to delivery, including training of staff and management as well as assembly of a global council to promote future sustainability of it
- Created web analytics based metrics to evaluate success (i.e. increased total monthly unique visitors to the Tech Lounge by 160% from Feb to Mar 2014)
- Identified inefficiencies within the department, liaised between global functional teams, and helped conduct risk assessments across all IT to align and improve processes
- Led a 5 person Technical Analyst committee, including managing meetings and organizing events for the analyst program
- Managed two interns during the period of their time with the firm
- Improved the data quality of the ticket resolution process through statistical analysis of the Listed Derivatives code base involving five different systems, on a monthly basis

### **HEWLETT-PACKARD: Business Analyst** Singapore

DEC 2008 — MAY 2009

- Managed an entire module of the new Internet Banking website for a major bank as a liaison for the client including running meetings to better understand their needs
- Wrote and developed documents and flowcharts for user manuals, functional and business requirement specifications that the developers used as a basis for code

## INTERNSHIPS

### **CREDIT SUISSE: Project Management** New York City, NY

MAY 2012 — AUG 2012

- Updated and managed in-house reporting with weekly report presentations
- Created user manuals and documentation for an internal dashboard

### **STANDARD CHARTERED BANK: Product Management** Singapore

JUN 2011 - AUG 2011

- Collaborated across departments to derive and execute action plans to meet deadlines
- Constructed an MIS portal to allow senior management track health statuses of projects
- Managed the entire lifecycle of the portal including creating wireframes, documenting ideas and performing quality assurance by implementing agile development processes

### **ORACLE: Development** Singapore

MAY 2010- AUG 2010

- Developed JUnit test cases of web services for content integration of middleware software

## NON-PROFIT WORK

### **DEVELOPMENT SOLUTIONS ORGANIZATION: Engagement Lead** Washington, DC

OCT 2011 — PRESENT

- Designed and implemented a sales process for DSO to obtain and better track new and existing clients
- Negotiated scope of projects to align client-consultant relationships during delivery
- Integrated a video transcription web application using SCRUM for a work distribution system that allowed Samasource to provide jobs to low-skilled educated people in developing countries

## EDUCATION

**CARNEGIE MELLON UNIVERSITY** Pittsburgh, PA  
Bachelor of Science in Information Systems

MAY 2013

## SKILLS

Professional: Product Management, Project Management & Delivery, Strategy Development  
Technical: SCRUM, Ruby on Rails, Java, HTML5, CSS3, JIRA, SQL, R and JavaScript  
Software: MS: Office, Producer, FrontPage, Project, Visio; Adobe Suite; iMovie, Maya

## CERTIFICATIONS

Future Manager Training (Credit Suisse), Working towards PMI-I

2014

## AFFILIATIONS

### **Society of Women Engineers:**

Director, Technical Opportunities Conference (a 200 company career fair)

2010 — 2013

Treasurer, Region G Conference Chair

2011 — 2013

**CMU Alumni, Forte Foundation**

2012 — PRESENT