

Adam Punjabi

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ABOUT

Effective communicator who thrives in fast-paced, collaborative environments. Seeking new career opportunities that leverage and challenge my technical learning, communication, and problem solving skills.

SKILLS

- | | |
|-----------------------|--------------------------------|
| • HTML | • Office / iWork / Google Docs |
| • CSS | • Problem Solving |
| • JavaScript | • Learning on the Fly |
| • Python | • Priority Setting |
| • MySQL | • Manages Complexity |
| • Wrike / PM Software | • Action Oriented |
| • Visual Studio Code | • Communicates Effectively |
| • GitHub | • Detail Oriented |

PROFESSIONAL EXPERIENCE

APPLE INC., Las Vegas, NV

Manager, July 2022 - Current

- Utilized problem-solving methodology to identify opportunities and implement action plans.
- Responsible for managing day-to-day activities of over 90 employees.
- Coached team with a high-volume of customer requests, achieving over 85+ NPS Score, leading Apple Retail.
- Support change management and foster a culture of performance, leading team to YOY growth in all KPIs.
- Created responsive E-Mail template for team newsletter utilizing HTML / CSS.

APPLE INC., Las Vegas, NV

Employee Survey Project Manager, January 2022 - July 2022

- Utilized HTML, CSS, and JavaScript to debug existing codebase.
- Built responsive HTML templates from the ground up for internal E-Mail and Project Landing Pages.
- Collaborated with key stakeholders and Program Managers to identify timeline, mitigate risk, and complete project.
- Developed and presented company-wide training materials for third-party vendor dashboard usage and features.
- Utilized Project Management software and methodologies to support company-wide projects.

APPLE INC., Las Vegas, NV

Retail Transition Project Manager, 2020 - 2022

- Led the Nevada Market Apple Stores in transitioning all retail employees to working from home.
- Held weekly syncs with key stakeholders to identify goals, implement action plans, and manage risk.
- Crafted trainings and workshops to support other Project Managers through the transition.
- Communicated effectively with employees to support change initiatives.
- Successfully transitioned all employees in to the program ahead of schedule and with great confidence.

EDUCATION

WESTERN GOVERNORS UNIVERSITY

Bachelor of Science, Software Development (IN PROGRESS — Early Completion — Spring 2024)

THE ODIN PROJECT

Full Stack Developer — JavaScript Path (IN PROGRESS — December 2023)