

Adam Punjabi

7468 Morisset Avenue, Las Vegas, NV 89179 — (702) 807-3900 — adam.punjabi@me.com

ABOUT

Leader with over 7 years experience leading high performance teams to deliver world class results. Effective communicator who thrives in fast-paced, collaborative environments. Passionate about problem solving and finding creative ways to streamline processes. I'm looking to accelerate my growth and development on my path to becoming a software developer.

SKILLS

- | | |
|----------------------------|----------------------|
| • Communicates Effectively | • Detail Oriented |
| • Action Oriented | • Technical Learning |
| • Manages Complexity | • HTML / CSS |

PROFESSIONAL EXPERIENCE

APPLE INC., Las Vegas, NV — Apple Corporate (Remote)

Employee Survey Project Manager, February 2022 – present

- Collaborated with key stakeholders and Program Managers to identify timeline, mitigate risk, and complete project.
- Partnered with vendor Medallia to support the project UAT and ensure collaborative success.
- Developed and presented company-wide training materials for Medallia dashboard usage and features.

APPLE INC., Las Vegas, NV — Apple Fashion Show

Retail at Home Project Manager, March 2020 – February 2022

- Remotely led Nevada Market 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.

APPLE INC., Las Vegas, NV — Apple Summerlin

Hiring Manager, 2018 – 2020

- Oversaw, planned, and executed all hiring events, interviews, follow up.
- Completed new hire paperwork and onboarding.
- Trained new employees and supported ongoing growth and development.
- Led the company in Employee Satisfaction, achieving an 83% likelihood to recommend.
- Supported cross-functional teams to exceed customer expectations and bottom-line objectives.

APPLE INC., Las Vegas, NV — Apple Summerlin

Scheduling Manager, 2016 – 2018

- Effectively scheduled teams according to store traffic patterns while balancing payroll budgets.
- Utilized problem-solving methodology to identify opportunities and implement action plans.
- Analyzed complex scheduling data to improve processes, exceeding all scheduling KPI's.

EDUCATION

COLLEGE OF SOUTHERN NEVADA, Las Vegas, NV

Certificate of Music Business & Technology

WESTERN GOVERNORS UNIVERSITY, Online

Bachelor of Science, Software Development (In Progress)