

# MEENAKSHI

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## EXPERIENCE

**PMO Intern | EnerSys** | Reading, Pennsylvania

May 2024-May 2025

- Automated user onboarding and project workflows using Power Automate and AI-assisted logic, cutting manual effort by 60%
- Worked with stakeholders to gather tool requirements and accelerated delivery timeline by 20% through cross-team alignment
- Maintained and enhanced 30+ training materials and 50+ FAQs for the PPM tool using Scribe, streamlining knowledge sharing
- Managed and revamped PMO Basecamp website as hub for project updates, tool FAQs, training materials, and lessons learned
- Implemented a customer support request workflow using Power Automate and Planner, reducing and resolution times by 80%

**Project Manager/Scrum Master | BlueStacks** | Gurugram, India

Jan. 2022-Aug. 2023

- Led 16-member global team through full project lifecycles, ensuring adherence to quality standards and alignment with business OKRs
- Directed end-to-end execution of software project lifecycle, delivering 100+ Agile product iterations on time and within budget to global user base of 200M+
- Served as Scrum Master and product liaison, collaborating with 50+ cross-functional stakeholders to remove blockers and align deliverables with business priorities
- Leveraged A/B testing and behavioral data to refine product features, improve discoverability, and enhance user engagement, directly impacting retention and growth

**Senior Member of Technical Staff/Scrum Master | BlueStacks** | Gurugram, India

Jan. 2021-Dec. 2021

- Led Scrum ceremonies including sprint planning, backlog refinement, defect triage, and retrospectives, streamlining release cycles and reducing delivery delays
- Coached cross-functional teams on Agile principles and Scrum practices, fostering improved collaboration and more cohesive sprint execution
- Introduced Confluence-based release management to improve processes, creating a single source of truth that enhanced documentation, tracking, and communication
- Achieved 10% increase in product revenue by aligning features with business goals through close collaboration with Product, DevOps, Designers, and Quality Assurance

**Member of Technical Staff | BlueStacks** | Gurugram, India

May 2018-Dec. 2020

- Designed Smoke, Sanity, Regression, UAT and API testing strategies to identify issues and reduce user-reported bugs by 40%
- Used Jira and Trello to track project progress, manage risks, and report on KPIs, ensuring visibility and alignment across leadership and delivery teams
- Created onboarding documentation, knowledge-sharing workflows and conducted training, accelerating new hire ramp-up time by 80% and boosting team performance

## ACADEMIC PROJECTS

- Attribution Modelling in R:** Analyzed marketing datasets to see which channels contributed to sales by comparing first-touch, last-touch, and data-driven models, helping identify the best-performing channels for ROI
- Super Awesome Swimmers Club Database:** Designed a relational database in Figma and developed it in SQL to streamline class and supply management workflows for a fictional sports club
- Data Warehouse Design for The Guac Stop:** Designed star schema and ETL pipelines in Apache Hop to load and transform retail sales data into dimension and fact tables, and created interactive dashboard in Power BI to visualize key metrics
- Taskly App - Product Concept:** Defined the product requirements, created user stories and designed booking flow mockups in Canva & Figma for a service marketplace platform connecting users with professionals
- Restaurant Self-Service Kiosk Implementation:** Created system vision, use case diagrams, system sequence diagrams, domain class diagrams, and activity diagrams to model and plan a restaurant self-service kiosk system

## SKILLS

**Languages:** SQL, Python, R | **Project Management:** Jira, Confluence, Scribe, Trello, Power Automate, Lucidchart, Visio, Figma, Canva, Microsoft Office, Google Suite | **Analytics & Visualization:** Power BI, R Studio, BigQuery, Excel, KPI Tracking

## EDUCATION

**Master of Business Administration | University at Buffalo, The State University Of New York**

Jun. 2025

GPA: 3.95/4 | Concentrations: Information Systems & Analytics | Dean's Ambassador

**Bachelor of Technology, Computer Science and Engineering | MIT University, Shillong**

Jun. 2018

## CERTIFICATIONS

Google Project Management: by Google on Coursera

Aug. 2025