

YASH TRIVEDI

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SUMMARY OF QUALIFICATIONS

- Experience in developing comprehensive project plans, including schedules, roadmaps, and milestones, aligning with lean portfolio management, and strategic initiatives in an organization through mini projects. Worked with supply chain dealing with project logistics, invoices and resource assignments. Preparing for PMP and PSM – 1.
- Proven leadership capabilities gained through roles like President of NUPM Toronto and being a part of the University Graduate Student Committee (UGSC). Winner of the Emerging Graduate Leader Award at GLI (Graduate Leadership Institute) & the Climate Fellowship Award by Break the Divide.
- Skilled in project and solution support through previous exposure to tools like MS Project and JIRA and being a part of Walmart, Telus, and climate hackathons. Volunteering with PMI & our Peer Mentor Program.

Skills: Communication, Project Management, Project Planning, Technical Requirements, Critical Thinking, Analytical Skills, Problem Solving, Project Coordination, Milestones, Stakeholder Management, Data Integrity

Technical Skills: Office365, MS Project, Power BI, Jira, Canva, MS Office, SQL, HTML5, CSS3, Agile Methodologies, Kanban, Prototyping, Wireframing, MS Excel, [Google Data Studio](#), MS Forms, Power Automate, PowerPoint, Pivot Tables in Excel, SAP ERP, PI, BI, GRC, SRM, Database Management

EXPERIENCE

Project Manager – Podcasts Program – PMI Lakeshore Chapter (Volunteer) April 2025 – Present

- Worked within a collaborative environment to define project objectives, scope, and deliverables. Developed and maintained project plans, timelines, and budgets, ensuring alignment with organisational goals.
- Coordinated guest speakers for our upcoming episodes to collaborate with various PMI Lakeshore podcast programs.
- Involved in preparing and presenting project status reports to stakeholders, providing actionable insights that informed future content strategies and improved audience engagement.

Project Manager – SecondPlate – Enactus NortheasternTO (Volunteer) Nov 2024 – Present

- Led the creation and implementation of a team charter to define roles, designate responsibilities, and establish a framework for resolving conflicts, ensuring seamless collaboration across the team.
- Coordinated task allocation and workflow management for a team of 15 developers using ClickUp, while formalising processes through a ScrumBan methodology to enhance efficiency and adaptability.
- Consulted with stakeholders to align project objectives with community impact goals, driving initiatives like SecondPlate and MentoringAI to address UN Sustainable Development Goals (SDGs) and create meaningful change for Torontonians.

Campus Operations Assistant, Northeastern University Sept 2024 – April 2025

- Facilitated communication and collaboration across the university by serving as the primary liaison for students, staff, and business partners, effectively resolving issues and enhancing campus operations for over 1000 students.
- Coordinated event support, collaborating with over 5 departments to ensure smooth execution, provide emergency assistance, and deliver comprehensive information support throughout the event lifecycle.
- Built an operations chatbot which incorporates generative AI using Microsoft Copilot Studio, which helped automate common queries for the operations team, helping speed up workflows by 2x.

Project Volunteer – Project Management Institute (PMI) (Volunteer) October 2023 – January 2025

- Tested AI prompt functionality, prompt outputs and evaluated quality metrics of Project Infinity as an AI Project Management Tester which is PMI proprietary AI product.
- Drove research for PMI community as a tester for its website leading to better accessibility for members. Testing 9 different domains of project management from dedicated resources provided by PMI Global and launching PMI Infinity Chabot.
- Collaborated with PMI Global resources to assess key project management functionalities, providing actionable insights that enhanced the platform's overall performance.

President, Northeastern Project Management Association – Toronto (Volunteer) Sept 2023 – Mar 2025

- Impacted a 100 percent increase in the number of events conducted and established a multi-SIG collaboration structure with Boston and Seattle for more effective marketing. Expanded the team to 2x size and created a dedicated design department. Experienced in using power automate to batch process and reply to mails.

- Collaborated with RBC, Tricon solutions, PMI Toronto and PMI Durham Region chapters to host events. Instituted chapter bylaws and framework standards by establishing a baseline to follow for all other SIGs.

Software ERP Consultant, LTIMindtree

July 2018- May 2022

- Spearheaded interface decommissioning for a million-dollar project, delivering over 15% cost savings by coordinating requirements across 7 global teams.
- Streamlined the onboarding process for new trainees, leading to a reduction in onboarding time by 3 days.
- Accomplished 4 years of customer service and client interaction experience in various domains of SAP. Was part of the transition to cloud for the security perimeter and interface from GRC5.3 to GRC12 in SAP.
- Worked with a wastewater and environmental services client in France to deploy technical systems to streamline their manual processes and automate reporting.

Product Expert – Google (Volunteer)

June 2018 – Present

- Contributed strategic product and project recommendations for Google Meet, Fit, and Chat by collaborating with engineering teams to troubleshoot and resolve product issues, enhancing product functionality and user satisfaction.
- Resolved over 1,000 queries related to Google products by providing analytical insights and participating in monthly product engineering calls, facilitating data-driven decisions that improved product performance and customer experience.

EDUCATION

Master of Science (M.S.): Project Management

Sept 2023 – April 2025

Northeastern University, Toronto, ON, Canada (GPA – 3.9+)

Bachelor of Engineering (B.Eng.): Information Technology

July 2014 – July 2018

University of Mumbai, MH, India (Star of the Year Award / CGPA: 8.0+)

ACADEMIC PROJECTS

SAC Finance App – JIRA (Northeastern University)

Jan 2025 – Feb 2025

- Created a product backlog, epics, sprint burnup and burndown charts in JIRA to learn the implementation of an agile project.
- Gathered business requirements, translated them into epics/user stories, and supported iterative delivery using Agile methodologies in JIRA and ensured the development plan with wireframes for an app for 900 students.

John Wiley and Sons Website – MS Project (Northeastern University)

Sep 2023 – Dec 2023

- Implemented a WBS structure for the project, creation of deliverables, milestones in MS Project. Lead and lag times, PERT estimations, critical path, network diagrams, resource sheets, cost, baseline, and predictive analysis with Earned Value Management were also implemented.
- Created end to end requirements with defined functionality and specifications for the project. The project was about deploying a website for John Wiley and Sons organization and plan for the project accordingly using MS Project in a traditional waterfall model.

CERTIFICATIONS

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| • Tableau Essential Training | July 2024 |
| • Graduate Leadership Institute – 8 weeks course | April 2024 |
| • Project Management: Preventing Scope Creep by PMI and LinkedIn Learning | January 2024 |
| • Generative AI for Project Managers from PMI | December 2023 |
| • Project Management by Harvard Business Publishing Education | October 2023 |
| • Ontario Human Rights Commission and Accessibility for Ontarians with Disability Act Certification | October 2023 |
| • Getting Started with JIRA by Coursera | June 2023 |