

Shraddha Madhur Rathi

Associate Project Manager

Personal Info

Address

28, Swastik,
Indramani Housing Society,
Wadgaon-sheri,
Pune – 411014

Phone

09561459069

E-mail

shraddharathi31@gmail.com

Date of birth

October 31, 1986

Marital status

Married

Citizenship

Indian

LinkedIn

[linkedin.com/in/shraddhamadhurrathi](https://www.linkedin.com/in/shraddhamadhurrathi)

Skype

shraddha.singi

Skills

Project Management

Project Scheduling

Time Management

Teamwork

Adaptability

HTML, JavaScript

Articulate Storyline (Program Logic)

Software

Microsoft Project

Microsoft Office

Articulate Storyline

- Total 7.5+ years of experience across an eLearning Industry.
- Experience in eLearning course development and management.
- Experience in a project environment and worked as part of a multi-skilled project team.
- Experience in managing project teams and multiple projects.
- Experience in Project tracking and monitoring.
- Experience in Client engagement.
- Always try to implement efficient methods of working.
- Provided training to newly joined team members.
- Ability to grasp/learn the new things faster.
- Result oriented, self-driven, highly motivated and eager to learn emerging technologies, methodologies and processes.

Experience

Sep 2018 – **Freelance Translator** (English to Marathi/Hindi)

Present *Self-Employed*

- Working as a freelance translator for English to Marathi/Hindi.
- Ensure that all written translations conform to the original text in terms of technicality and terminology.

Nov 2016 – **Associate Project Manager**

Jan 2019 *APTARA NEW MEDIA Pvt.Ltd.*

Operations:

- Leading and managing a cross-functional team on e-learning.
- Supervising team for project delivery and practice improvement.
- Monitoring the allocation of resources across projects.
- Managing the day-to-day operational and tactical aspects of multiple projects.
- Preparing SOW's/Effort Estimation.
- Creating and Maintaining project plans in Aptara's ERP.
- Allocate resources and track resource utilization with Aptara's ERP.
- Ensuring quality and accuracy of technical approach, complying with the company's standards - and that the projects are delivered on time and in budget.

Client Engagement:

- Client engagement on regular basis on the status of the multiple projects.
- Ensuring effective client communication.
- Interact regularly with existing or potential clients to determine their needs and to develop plans for improving delivery. Work cross-functionally to solve problems and implement changes.
- Plan and act on customer feedback activities.

Quality, Testing and Excellence:

- Participating in the design and/or testing phases.
- Reviewing deliverables across all projects.
- Planning and implementing corrective measures for improvement.
- Suggesting process improvement initiatives.

Languages

English

Hindi

Marathi

Jan 2014 –
Jun 2016

Project Lead

ClearPoint Learning Systems (India) Pvt.Ltd.

- Managed and Lead multiple projects.
- Effort Estimation: Precise estimation of the resource efforts as per the given scope of the Project.
- Project Planning & Control: Created Project timelines with key milestone dates, allocated required team/resources, ensured quality delivery by having timely team meeting and proper coordination with them.
- Resource Management & Co-ordination:
 - Resource co-ordination and follow up within cross-functionality teams like design, testing, programming, technology, instructional designers and external vendor resources.
 - Resource planning and scheduling for all assigned current and future projects and program management across assigned projects, in collaboration with the PM group
 - Ensure all team members have a clear understanding of the client needs and associated scope, responsibility in terms of deliverables, and timeline of the work involved.
 - Coordinate with production resources for new work as required
 - Ensuring project team utilizes tools and systems appropriately as required by company policy
- Project Reporting: Communicated with the client/overseas team regarding the project status, queries etc. via e-mail, phone calls as well as GoTo Meetings.
- Training & Mentoring: Imparted training and Guidance to the Courseware Production team in Logic Building, Coding and Course production. Involved in Induction training for new hires.
- Delivery Phase: Reviewed and delivered the project deliverables to Project managers in US.
- Version Control: Experience in using Team Foundation Server tool for version control.
- Internal Initiative: Worked on one internal project named 'Knowledge-Base'.

Sep 2010 –
Dec 2013

Senior Developer/Developer/Trainee

ClearPoint Learning Systems (India) Pvt.Ltd.

- Co-ordinated with multiple team members for getting tasks done on time and with quality.
- Delegated tasks to the team members.
- Worked on HTML, JavaScript, CSS, Articulate Studio, Articulate Storyline, Claro, Flash, ActionScript 2.0 to create the e-learning coursewares compatible with various platforms like PC - Browsers, iPads.
- Having knowledge of LMS's like SABA, Cloud, ADL, SumTotal, CornerStone for SCORM and AICC testing.
- Conducted trainings for the new joiners on the tools used.
- Shared knowledge related to any new update in functionality, some new findings in programming/logic in team meetings.
- Guided the team members to resolve the functional issues with the working architecture.
- Received appreciation from the senior team members/Manager on completing tasks on time and with quality. Also for learning new technologies faster and implementing them quickly.

Education

May 2007– May 2010	Bharati Vidyapeeth University, Pune Master of Computer Application (MCA) 73.14%
Jun 2004 – Apr 2007	Solapur University Bachelor of Computer Application (BCA) 70.89%
Jun 2003 – Apr 2004	Pune Board H.S.C 57.83%
Jun 2001 – Apr 2002	Pune Board S.S.C 68.13%

Additional Activities

Sep 2010 – Jun 2016	ClearPoint Learning Systems (India) Pvt.Ltd. <ul style="list-style-type: none">• Received Long Service Award.• Won various trophies in Carom and table tennis tournaments.
Oct 2008 – Feb 2009	Ashwath Infotech franchise of C-DAC <ul style="list-style-type: none">• Won 1st Prize in National Level 6-Month Software Project Development Competition.

Given an opportunity, I am confident that I shall be able to nurture the interests of your esteemed organization and come up to your expectations.

Thank You,

Shraddha Madhur Rathi