* Total 7.5+ years of experience across an eLearning Industry.

**Shraddha Madhur Rathi**

*Associate Project Manager*

* Experience in eLearning course development and management.
* Experience in a project environment and worked as part of a multi-skilled project team.

Personal Info

* Experience in managing project teams and multiple projects.

**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

* 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**

Software

Microsoft Project

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Microsoft Office

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Articulate Storyline

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Project Management

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Project Scheduling

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Time Management

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Teamwork

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Adaptability

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HTML, JavaScript

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Articulate Storyline (Program Logic)

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Skills

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| Nov 2016 – Jan 2019 | **Associate Project Manager***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.
 |
| 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
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Languages

English

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Hindi

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Marathi

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|  | 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 - Broswers, 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.
* Received appreciation for learning new technologies faster and implementing them quickly.
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**Education**

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| May 2007– May 2010 | Bharati Vidyapeeth University, PuneMaster of Computer Application (MCA)73.14% |
| Jun 2004 – Apr 2007 | Solapur UniversityBachelor of Computer Application (BCA)70.89% |
| Jun 2003 – Apr 2004 | Pune BoardH.S.C57.83%  |
| Jun 2001 – Apr 2002 | Pune BoardS.S.C68.13% |

**Additional Activities**

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| --- | --- |
| Sep 2010 – Jun 2016 | ClearPoint Learning Systems (India) Pvt.Ltd.* Received Long Service Award.
* Won various trophies in Carom and table tennis tournaments.
 |
| Oct 2008 – Feb 2009 | Ashwath Infotech franchise of C-DAC* Won 1st Prize in National Level 6-Month Software Project Development Competition.
 |

You,

Shraddha Rathi

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