* 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](mailto: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 |

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. |

**Education**

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| --- | --- |
| 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**

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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