**Raj Gujjarla** A blue hexagon with white text

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Result oriented Project Manager with over 9+ years of extensive experience in the IT/Software industry with a focus on Project Management, Business/Systems Analysis, Scrum and Quality Management. Excellent knowledge in Software Development Life Cycle (SDLC), Waterfall & Agile Methodologies. Having good working/domain knowledge in Healthcare Insurance, Finance, Banking and Personal Lines/Property & Casualty Insurance.

**SNAPSHOT**

* Over 8+ years of experience with Project Management & Methodologies.
* Over 9 years of experience with Software Development Life Cycle (SDLC) in Waterfall & Agile/Scrum, Requirements gathering & management, Rational Unified process (RUP), Use Cases and Analysis using UML modeling techniques.
* Experience in all Project Management processes (Initiating process, Planning process, Executive process, Monitoring & Controlling process and Closing process).
* Experience in managing multiple projects and successfully delivered/completed the projects on time, under budget and met stakeholder’s expectations.
* Experience in coordinating & managing stakeholders & large team members in each/different phases of the project.
* Experience in handling and managing the Mandatory/Compliance/Security projects.
* Experience and exposure in coordinating and Project leadership role to determine the Business and test team members for the roles, plans and tasks.
* Leadership role on the project and are involved in all phases of a Project life cycle (implementation, gap analysis, mapping, prototypes, design, configuration, testing, go-live, user training and post-production support).
* Ability to multitask and handle multiple projects simultaneously.
* Team player and goal oriented with excellent management, interpersonal, communication and writing skills.

**SKILLSET**

* **Operating Systems:** Windows NT/2000/XP/7/8, UNIX.
* **Productivity Software:** MS Word, MS PowerPoint, MS Excel, MS Project, MS Visio, MS SharePoint Server 07
* **Management Tools:** Planview, Clarity, Clear Quest & HP PPM
* **Database:** Oracle 8i, MS SQL 2000/7.0, MS Access, Teradata**.**
* **Testing Tools:** Rational Test Manager, QTP, Test Director 7.5, QTP 9.2, QC 8.2
* **Defect tracking tools:** JIRA, HP ALM, Bugzilla, Trac
* **Web Technologies:** HTML, XML

**Education:**

MS in Computer Science. American College of Commerce & Technology, USA-2014.

MS in Information Technology, University of Northern Virginia, USA-2012.

**Certifications:**

AWS Certified Solutions Architect (SAA-C03)

Salesforce Certified Administrator (ADM 201)

**EXPERIENCE**

***Sr. Project Manager Oct* ’21 – Till Date**

**Comcast Corp’ Ltd, Mt. Laurel, NJ**

**Roles & Responsibilities:**

* Maintain strong relationships with external suppliers to ensure superior service and quality.
* Oversees the planning and implementation of multiple IT projects with a defined beginning and end.
* Partners with project sponsor to define project objectives, scope, schedule, and budget. Establishes project charter and plan, including success criteria.
* Oversees the evaluation of business and system requirements and project related research on business and technical trends and dependencies.
* Prepared Excel spreadsheets, reports, and PowerPoint for 100+ meetings between cross-functional team members.
* Leads and directs project teams to meet project objectives.
* Supervised a team of 20 plus, monitored performance, provided feedback, and conducted regular team meetings.
* Reviews, evaluates, baselines, and executes project plans, schedules, and budgets.
* Allocates staff and budget resources to meet changing corporate needs.
* Identifies and negotiates schedules, milestones and resources required to meet project objectives and success criteria.
* Organizes and guides project operations using methodologies accepted by the industry.
* Organized meetings and captured meeting minutes along with action items for every team member.
* Worked closely with the deployment team for roll out the project - external releases, packaging, distributing, installing, user assistance, beta testing, migration of software and data.
* Provides input into staff performance evaluations and objectives.
* Conducted User Acceptance Testing (UAT).
* Used Microsoft Visio to document Use Cases, ad-hoc reports Activity Diagrams/State Chart Diagrams, Sequence Diagrams, Collaboration Diagrams.
* Created Project management plans for managing on-time delivery using MS Project along with writing test cases, unit, and systems integration test plans in Test Director.
* Reviewed project documents and ensured they complied with the quality standards.

• Provides coaching, mentoring and guidance to project team members and/or others in Project Management roles.

• Works with client departments to coordinate systems testing, installation, training, and support.

• Keeps informed of advances in technology and Project Management.

• Functions independently with limited supervision from a manager or Director.

* Performs related duties as assigned or requested.

**Environment:** MS-Project, MS-Visio, MS-Office, HP PPM, SQL/PLSQL, DB2, Oracle,

**Sr. Project Manager *May* ’19 – Sept ‘21**

**Sallie Mae, Indianapolis, IN**

**Roles & Responsibilities:**

* Provided level of effort and project implementation strategies, track progress and deadlines of projects in work queues
* Provided leadership in orchestrating and developing end-to-end solutions and technical designs/mappings.
* Contribute to the product definition process, and interface with other business units.
* Facilitates issue resolution and keeps the project moving within defined plan parameters.
* Keeps the project plan current and communicates with upper management.
* Working with Operations Manager and users to determine business requirements, provideadministrative support and design /implement solutions in Salesforce.com CRM.
* Worked closely with the deployment team for roll out the project - external releases, packaging, distributing, installing, user assistance, beta testing, migration of software and data.
* Provides strategic, expert advice and consultation on the design and implementation of effective administrative and business processes, which include process analysis, redesign, reengineering, and organizational effectiveness.
* Track milestones and timelines across projects and institute necessary workflow, personnel, and financial resource allocations.
* Prepared Excel spreadsheets, reports, and PowerPoint for 100+ meetings between cross-functional team members.
* Making alterations when necessary to meet the expectations of clients.
* Conducted User Acceptance Testing (UAT).
* Analyze and resolve issues that have the potential to jeopardize performance and/or ability to meet agreed upon deliverables.
* Reviewed project documents and ensured they complied with the quality standards.
* Timely communication of project status to both clients and executive management.
* Used Microsoft Visio to document Use Cases, ad-hoc reports Activity Diagrams/State Chart Diagrams, Sequence Diagrams, Collaboration Diagrams.
* Implemented Scrum methodology for one of the key work streams and acted as a Scrum master.
* Supported human resource department during the recruitment process to shortlist successful candidates, interview, train, and onboard new employees.

**Environment:** MS-Project, MS-Visio, MS-Office, HP Quality Center

***Project Manager* Jan ’18 - Apr ’19**

**New Relic, SFO, CA**

**Roles & Responsibilities:**

* Accountable for managing all day-to-day activities for the project including status, schedule, budget, and risks.
* Responsible for managing the project to deliver its baselined scope within its baselined schedule and budget through the Change Management Process. Meet all project deliverables.
* Ensures all enterprise compliance, legal and audit requirements for the project.
* Provides strategic, expert advice and consultation on the design and implementation of effective administrative and business processes, which include process analysis, redesign, reengineering, and organizational effectiveness.
* Determines project goals and priorities with program manager, project sponsors, and establish clear priorities among project activities and dependencies.
* Analyze risks, establish contingency plans, and identify trigger events and responsibility for initiating mitigating action.
* Manage relationships with project stakeholders, including internal and external clients and vendors, informing them of progress and issues; manage expectations on all requirements and deliverables.
* Negotiate the performance of activities with team members and their managers.
* Used Microsoft Visio to document Use Cases.
* Manage vendor relations and procurement related to the project(s).
* Created Project management plans for managing on-time delivery using MS Project along with writing test cases, unit, and systems integration test plans in Test Director.
* Worked closely with the deployment team for roll out the project - external releases, packaging, distributing, installing, user assistance, beta testing, migration of software and data.
* Compiled, recorded, and presented detailed monthly and quarterly project reports to management for efficient decision making and budgetary planning.

**Environment:** MS-Project, MS-Visio, MS-Office, HP PPM, SQL, PLSQL, Mainframe DB2, Oracle

***Program Manager* June ’16 - Dec ‘17**

**Symphony Teleca Corporation – Rapid7**

**Deliverables/Roles & Responsibilities:**

* Executed project work plans and revisions as appropriate to meet changing needs and requirements.
* Managed day-to-day IT vendors, third-party contractors, consultants, and project team interactions.
* Identified and managed project dependencies and critical path.
* Identified resources needed and assigned individual responsibilities. Manages project budget.
* Holds regular status meetings with project team and identifies and resolves issues and conflicts within the project team in a timely fashion.
* Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
* Delegates tasks and responsibilities to appropriate personnel.
* Developed resource plans and coordinated all internal and external resources/vendors, offshore.
* Developed Risk management plan & identified/analyzed/Control/Responded Risks.
* Verified & Managed/Control project scope, objectives, and Stakeholders expectations.
* Recorded and managed the project issues and escalated where necessary.
* Handled multiple activities/projects simultaneously and successfully delivered on time within a budget.

**Environment:** MS Project, MS Visio, MS Share point Server 2007, MS Office, Planview, Clear Quest

***Business Analyst* Mar ’14 - May ‘16**

**Process Weaver Software Solutions Pvt Ltd**

**Deliverables/Roles & Responsibilities:**

* Oversees the design, specification, construction, implementation, and coordination of major enterprise-wide systems. Managed the implementation of project or program deliverables to both internal and external clients.
* Supervised highly technical employees including organizing, planning, budgeting, marketing, and administration of personnel activities to lead and direct subordinates toward desirable achievements.
* Incorporated best practices and standards in metadata and report/dashboard development
* Managed day-to-day IT vendors, third-party contractors, consultants, and project team interactions.
* Identified and managed project dependencies and critical path.
* Identified resources needed and assigned individual responsibilities. Manages project budget.
* Delegates tasks and responsibilities to appropriate personnel.
* Developed Risk management plan & identified/analyzed/Control/Responded Risks.
* Verified & Managed/Control project scope, objectives, and Stakeholders expectations.
* Recorded and managed the project issues and escalated where necessary.
* Handled multiple activities/projects simultaneously and successfully delivered on time within a budget.