**RINI MONDAL**

**IT Project Manager/ Senior Agile Coach / Scrum Master
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**PROFESSIONAL SUMMARY:**

Professional with 12+ years of experience in IT Project Manager/ Senior Agile Coach / Scrum Master. A result driven project manager [Agile/waterfall] with a proven history of successfully leading projects from conceptualization through implementation. Specializing in leading momentous change efforts across complex technology and operational environments with advanced ability in all phases of the software development life cycle (SDLC). Strive for excellence with detail and initiative-taking approaches to achieve high performance in management / assessment, policy development, resource allocation, and contract administration.

* Performed various Scrum ceremonies such as Sprint Planning, Daily Stand-ups, Sprint review & Sprint retrospective.
* Experienced working with SDLC methodologies including Waterfall, Agile methodologies in terms of Project life cycle.
* Build and support customer relationships by providing exceptional customer service.
* Consulting with technical leads, project leads for weekly status reporting and tracking of project.
* deliverables with the client stakeholders.
* Maintained constant contacts with key clients to develop service offerings and key needs.
* Provide the best possible environment for the team to work successfully and represent interest of
* team internally and externally.
* Rapidly adapt to modern technologies and have expertise with MS Word, PowerPoint, Excel, Access, Clarity, JIRA, Confluence, Kanban and encourage continuous Process Improvement.
* Excel in meeting aims through use of analytical & independent action, prioritization, persistence, and leadership skills.
* Meticulous, skilled organizer and analytical person with the ability to consider all options before deciding.

**TOOLS**

**MS-Project, Clarity PPM, JIRA, Confluence, Kanban, Scrum Board, MS Office (Excel, Word, PowerPoint, Access), SharePoint, Tableau, Oracle. MySQL , SPSS,XIFIN, Laserfiche, Passport, Encoder, Athena**

**KEY HIGHLIGHTS**

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| * **Project & Portfolio Management**
 | * **Scrum Methodology**
 | * **New Deployments**
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| * **Business-Technology Alignment**
 | * **Agile Methodology**
 | * **Risk Management**
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| * **Stakeholder Management**
 | * **Business System Analysis**
 | * **Conflict Resolution**
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| * **x-Functional collaboration**
 | * **Business Process Harmonization**
 | * **Full Lifecycle Project Management(SDLC)**
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**PROFESSIONAL EXPERIENCE**

**United Health Group, Carlsbad,CA Apr. 2019 – PRESENT**

**IT project consultant / Scrum Master / Agile Transformation (Contract)**

Oversee projects and assist management with the implementation and adoption of effective Project & Program Management strategies. Responsible for assisting in the planning, execution, monitoring and closing technology-related projects as assigned. Responsible for Multiple projects and responsible for following :

* Actively contribute to Agile transformation initiatives.
* Actively and continuously develop knowledge and skills of Scrum, Agile and coaching practices. Coached team members on Agile principles and offering general guidance on the methodology, Provided all support to the team using a servant leadership style whenever possible, and led by example.
* Built relationship with Product owner and other stake holders to ease team's interaction with them, Coached Product Owners in creation and maintenance of Product Backlog
* Track and remove internal and external impediments for scrum team.
* Organized and eased overall release and sprint planning – including daily stand-ups. Review/demos and retrospectives, release planning, client demos and delivered over 10 projects.
* Track and communicate team velocity and sprint/release progress. Mentor one or more Scrum Masters, and/or IT team members.
* Experienced in multiple Software Development Lifecycle Methodologies such as Waterfall, Agile, SCRUM and Rational Unified Process.
* Functioned as Scrum Master for Product teams with a focus on guiding the teams towards improving the way they work. Functioned as a Project Manager when necessary.
* Managed ERP based projects.
* Helped team to remove impediments by having an understanding the control and release processes, Assisted with internal and external communication, improved transparency, and radiated information, Assisted with prioritization and resolution of software defects.
* Consulting with technical leads, project leads for weekly status reporting and tracking of project deliverables with the client stakeholders.
* Updated Agile tracking systems to provide transparency on product and sprint backlogs.
* Managed complete software project lifecycle(SDLC) with prompt communication and coordination amongst Development, Quality Assurance (QA), and Operations teams to ensure customized software enhancements were properly implemented and deployed.

**Environment:** MS-Project, Clarity PPM, JIRA, Confluence, Kanban, Scrum Board, MS Office (Excel, Word, PowerPoint, Access), SharePoint, Tableau, Oracle. MySQL

**Arch HealthPartners, Poway,ca Jan. 2014 - Apr 2015**

**Project Coordinator**

Project Planning and Coordination(SDLC):

* Collaborate with project stakeholders to define project scope, goals, and deliverables.
* Develop detailed project plans, schedules, and budgets .
* Coordinate project activities, resources, and dependencies to ensure prompt delivery.
* Track project progress, show potential risks, and develop mitigation strategies.
* Communicate project updates, milestones, and issues to stakeholders effectively.

Requirement Management and Documentation:

* Gather and analyze business requirements for ambulatory and outpatient care.
* Document and support comprehensive project documentation, including specifications, and change requests.
* Collaborate with cross-functional teams to ensure alignment and understanding of project requirements.

Stakeholder Communication:

* Facilitate effective communication and collaboration among project stakeholders.
* Organize and lead project meetings, including agenda setting, minutes, and action item tracking.
* Provide regular project status reports to stakeholders, highlighting key achievements, risks, and issues.

Quality Assurance and Risk Management:

* Develop and implement quality assurance processes to ensure project deliverables meet established standards.
* Find and assess project risks, and proactively implement risk mitigation strategies.
* Conduct regular project audits and reviews to find the areas for improvement.

Tools and Systems Management:

* Utilize expert-level knowledge of MS Project to develop and support project schedules, resource allocations, and dependencies.
* Train and support team members in the effective use of MS Project and other tools

Environment: MS Projects, JIRA, Kanban, Confluence, Agile, SharePoint, PeopleSoft. MS Office (Excel, Word, PowerPoint, Access), MySQL , SPSS,XIFIN, Laserfiche, Passport, Encoder, Athena

**Washington Hospital, Fremont, CA**

**Project Coordinator [ Volunteer ] Dec 2009 – Feb 2011**

* Assist project management team in the preparation of project status reports for stakeholder reviews.
* Maintain project portfolio action item register and follow up to ensure completion.
* Maintain document control, track project activities and team communications in SharePoint.
* Prepare and publish meeting minutes for program reviews and stage gate reviews.
* Provide day to day support to project/program managers.

**Environment:** MS Projects, SharePoint, MS Office (Excel, Word, PowerPoint, Access),

**Overseas Experience**

**Tata Steel (Deputed through Govt. of India), Jamshedpur, India**

**Project Director Feb 2006 - Jul 2007**

* Oversaw and participated in provision of project management, business consulting, and analytic services to executives. Collaborated with Executive management in defining actionable plan to achieve outcomes and operational goals.
* Review and assess project schedules and risk registers. Escalate planning gaps and key issues and risks to senior program leaders.
* Facilitate scope/requirements planning workshops resulting in creation of project schedules.
* Handled QA,UAT team.

 **BIRBHUM ZILLA PARISHAD(DISTRICT COUNCIL), Suri, Birbhum, Govt. Of India**

**Project Director Aug 2003 - Jan 2006**

* Oversee large projects and assist management with the implementation and adoption of effective Project and Program Management strategies. Responsible for assisting in Project planning, execution, monitoring and closing (SDLC) cross functional projects as assigned. Responsible for Multiple IT driven projects under ministry of rural development towards digitalization and integration effort collaboration with Information & broad casting department.
* Produced project reports: project charters, project plans, communication plans, proposals, stakeholder analysis, risk analysis, issue tracking, project timelines, and exit strategies.
* Collaborate in the planning, design, development, and implementation of new IT business applications, and enhancements to existing business applications.

**Sword IT solutions , Bolpur, Birbhum ,India**

**IT Intern Sep2001 - Jul 2003**

* Develop and manage MIS/IT project plans.
* Leads teams to work together in completion of objectives and project milestones.
* Create project planning documents specifying goals, scope, resources, scheduling, identification of risks, and contingency plans.
* Identify and manage project dependencies and critical path.
* Uses tools from multiple frameworks or methodologies that best fit project management scenario.
* Consistently delivers results as planned.
* Facilitate status meetings communicating deadlines, upcoming events, potential issues, risks, action items, etc.
* Acts as the point of effective control over coordination, communication, escalation, and follow up for issues, to ensure they are resolved in an effective and timely manner.
* Works with all IT organizations and business clients to maintain good business relationships and practices.
* Assessing and mitigating risks, establishing communication plans.
* Lead business process design sessions for the purpose of enhancing business operations and information flow through IT systems.
* Handled QA,UAT team.

**EDUCATIONAL CREDENTIALS**

* MA –Economics and Sociology
* MS – Health care Administration/Management[California State university, East-Bay]