**SUNITA SHARMA OCP/DBA® CSM®**

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**Project Manager, Scrum Master and Agile Practitioner seeking a suitable opportunity for managing large scale Technology and Business Transformation engagements.**

* Highly skilled *Project Manager* with over 14 years of demonstrated experience in managing end-to-end delivery of medium to large scale complex Technology Projects that span across multiple and diverse Business Functions.
* Strong *Leadership* and *Motivational* skills including ability to lead up, across and down, globally distributed Business and Technology organizations.
* Expert in *Agile* and *Waterfall* project management methodologies. Adept in proactively balancing S*cope, Schedule, Budget, Risks*, Outcomes and Benefits.
* Known for ability to produce *High Quality Deliverables* that meet or exceed Timeline and Budgetary targets.
* Adept in monitoring and controlling the Project Plan, periodically reporting the project health highlighting key RAID Items, and tracking action items.
* Efficient in directing teams on managing Technical Challenges, Blockers and High Severity Issues observed during application development and support.
* Experienced implementing various Best Practices to improve Code Quality by introducing build automation, Peer Review, and other Industry Standards.
* Highly proficient in *Collaborating with all Project stakeholders* includingEnd-users, Business Partners, and Technical Team members.
* Expertise and proven track record in working on an *Onsite/Offshore model* in large scale System Integration and Data Migration projects.

Core Competencies

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| * Service Delivery * Strategic Planning & Execution * People Management * Business and Technical Solution Design * Process Improvement | * Agile and Scrum Methodology * Waterfall Software Development * Project Estimation and Scheduling * Business and Functional Requirements Analysis * Business Communication and Collaboration | * Implementation Planning * Change Control * JIRA, KANBAN, Confluence * MS Project, Visio, SharePoint |

Technical Summary

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| **Agile Project Management Tools** | JIRA with Confluence, Agile Estimators, Team Foundation Server (TFS) VersionOne |
| **Agile estimation** | **Planningpoker.com** |
| **KANBAN** | Kanban Zone |
| **Databases** | Oracle, IBM- DB2, Microsoft and other network Databases. |
| **Testing Tools** | HP-ALM, IBM Rational Clear Quest |
| **Architecture** | Service Oriented Architecture (SOA) |
| **Database Query Language** | SQL |
| **Project management Tools** | JIRA, Rally, Microsoft TFS, Confluence and HP-ALM |
| **Programming Languages** | Java and Reporting Language, HTML –Markup Language, Java Script |
| **Operating Systems** | Windows, UNIX, Linux platforms. |
| **Cloud services** | **Google Cloud Platform Solutions** |
| **Tools** | TOAD, ALM, Putty, GIT, GITHUB and Jenkins MS-Office, SharePoint |

Professional Experience

The Vanguard Group, Charlotte, NC (Mar 2019 till Date)

Project Manager

The Vanguard Group is an American registered investment advisor based in Malvern, Pennsylvania with over $5.3 trillion in assets under management. It is the largest provider of mutual funds and the second-largest provider of exchange-traded funds in the world after BlackRock's iShares.

**Responsibilities:**

* Translate Business Objectives into high level project and program plans, set priorities and create roadmap for project delivery.
* Delivered project needs on time and within the agreed acceptance criteria.
* Reported progress to all stakeholders through Sprint Burn-Down Reports, Iteration Burn-Down Reports, and velocity target updates.
* Organized and facilitated Agile and Scrum meetings, which included Sprint Planning, Daily Scrums or Standups, Sprint Check-In, Sprint Review & Retrospective.
* Coordinated with systems partners to finalize designs and formalize requirements Utilized Story. Sizing and Planning Poker techniques as needed based on the length of the backlog and priorities.
* Worked on platform/application migration projects.
* Ensured application availability and data integrity through preventative maintenance and upgrades.
* Resolved conflict, improved morale and established clear goals by effectively managing timelines and shared resources with special emphasis on building relationships across departments
* Coached different teams on Agile Methodology

**Environment/Technology:** Java, Spring STS, AWS, Bamboo, Splunk, Dynamo ,Ms Project

American Tire Distributors, Huntersville, NC (Jan 2014 – Dec 2018)

Project Manager

American Tire Distributors, Inc. distributes replacement tires in the United States. It provides passenger and light truck tires; medium trucks, farm vehicles, and other specialty tires; custom wheels and accessories; and tire supplies and tools. The company sells its products under various proprietary brand names, including DYNATRAC, CRUISERWIRE, DRIFZ, ICW, PACER, O.E. PERFORMANCE, and MAGNUM, as well as under various other trademarks comprising AMERICAN TIRE DISTRIBUTORS, ATDONLINE, ATDSERVICEBAY, AUTOEDGE, WHEEL WIZARD, ENVIZIO, WHEEL WIZARD ENVIZIO, WHEELENVIZIO.COM, XPRESSPERFORMANCE, TIREBUYER.COM, and TIRE PROS. It operates TireBuyer.com, an Internet site

**Responsibilities:**

* Translate Business Objectives into high level project and program plans, set priorities and create roadmap for project delivery.
* Conduct kickoff meeting with the Business Stakeholders, Product Owner, and Application Support Partners in the beginning of the project, to review the overall project plan and gain consensus.
* Lead decision making by collaborating between diverse teams comprising of Mortgage Business Transformation Project Managers, Business Analysts, Data Management, Loan Delivery, Mortgage Oversight, Documents and Images, Mainframe Applications, Distributed Systems, Testing and QA.
* Mobilize the Project Team to designated roles, align deliverables with accomplishment of Key Milestones and KPIs/Performance Benchmarks.
* Facilitate daily standups, weekly progress review & publish project performance metrics to the Program Management.
* Create Implementation plan by gathering tasks from frontend, Mainframe and distributed technology support teams and downstream applications.
* Experienced managing platform/application migration projects.
* Analyze requirements around shutdown of servicing system before transferring data to sub servicer, execute data conversion and activation of services on the new system.
* Conduct review for release readiness, deployment plan, deployment packages, Go/No-Go gates, back out plans and ensure that all the required assets, various infrastructure needs, resources, deployment plan and release notes are complete.
* Manage Release execution activities that comprises execution and tracking about 1000 tasks within a span of six days.

**Environment/Technology:** Java, MsSQLSSRS, SSIS, Redgate, OBIEE and various Tools JIRA, Confluence, MSOffice, VersionOne, SharePoint, MS Dynamic CRM

Lowes, Mooresville, NC (Feb 2011 to Dec 2013)

Business Systems Consultant Lowe's is the second-largest hardware chain in the United States ahead of Menards. Globally, Lowe's is also the second-largest hardware chain. It’s a Retail company specializing in home improvement. Headquartered in Mooresville, North Carolina the company operates a chain of retail stores in the United States, Canada, and Mexico. As of February 2018, Lowe's and its related businesses operate more than 2,390 home improvement and hardware stores and employ over 310,000 people in North America.

**Responsibilities:**

* Worked closely with the End User and Business Analysts, to understand and prioritize business goals and information needs; participate in the development of system requirements and design specifications; refine conceptual systems design requirements into the technical design.
* Drive the review of project plan; define high level responsibilities and objectives for members of the project team; ensure project teams' commitment to the program delivery roadmap.
* As a Technical SME provide process expertise, enable integration of continuous testing and delivery model (TDD) in the design; plan & prioritize Sprints, aid in backlog grooming, conduct daily standups, facilitate quality measurement and review.
* Responsible for tracking key Project milestones and drive the execution of project plan. Ensure project deliverables are delivered on time, within budget, adhere to high quality standards and meet customer expectations.
* Direct and monitor Design, Development and Testing efforts on a daily basis, prepare relevant status reports for Program Managers and Client.
* Track multiple concurrent software development/implementation releases, communications and expectations while monitoring progress toward each milestone thus ensuring project/program requirements are met.
* Proactively anticipate and resolve any conflicts/issues that arise during the Project Lifecycle. Implement multiple application health monitoring status reports for stakeholders.
* Ensure sufficient Documentation is created for each Implementation Release such as Business Requirements Document, Technical Design, Program Specifications, Test Results, and Defect Logs and monitor that necessary Approvals and Decisions are captured on SharePoint.
* Adept in Command Center Management during data migration and code implementation. Maintained Incident and Defect logs for issues observed worked on round the clock resolution activities until business as usual processing is achieved.

**Environment/Technology**: Java, Ms SQL, ALM and MS Office, VersionOne, SharePoint.

**GMAC Ally, Charlotte, NC (Sept 2010 – Feb 2011)**

**Lead E-Product Analyst/Manager**

Ally Financial, previously known as GMAC (an acronym for General Motors Acceptance Corporation), is a United States-based bank holding company organized in Delaware and headquartered in Detroit, Michigan. The company provides financial services including car finance, online banking, corporate lending, vehicle insurance, mortgages, credit cards, and brokerage firm services.

As of 2018, Ally was ranked 19th on the list of largest banks in the United States by assets and the largest car finance company in the U.S. by volume and serves approximately 18,500 automotive dealerships and 4.3 million retail consumers. Via its Smart Auction online marketplace for auto auctions, launched in 2000, the company has sold more than 5 million vehicles including 356,000 vehicles sold in 2017.

The company operates from a number of different locations in the United States including Ally Detroit Center and Ally Charlotte Center. Ally Corporate Finance is headquartered in Manhattan, New York and the company also operates a direct bank, Ally Bank, from Sandy, Utah with a customer service center in Horsham, Pennsylvania

**Responsibilities:**

* Requirements Gathering - Understand the requirements from clients or BPO. Make sure that they are complete before proceeding for further analysis, easily able to co-relate the requirements with business functions.
* System Analysis - Analyze Impact on existing system and subsystem interdependencies on the existing system. Ensure that customization requested by the client adheres to business logic.
* System Design - Design a prototype of the Code solution and a test plan according to system analysis. Excellent understanding of product and processes enabled me to design an efficient and optimal code solution. Thorough knowledge of the system helped to design comprehensive test plans.
* Coding, Unit and System Testing - Coding as per the prototype and code solution designed. Technical review of source modifications, test cases, move-sheets and test results before final delivery.
* Monitoring the status and reviewing the tasks assigned to junior team mates. Training new resources into the various aspects of the project.
* Handling defect prevention activities in the project so as to minimize the total number of defects.
* Improved knowledge management by creating centralized documentation in WIKI for Alerts and resolution for quick reference for production support team.
* Developed estimation & monitoring requirement checklist, questionnaires and provided training to Tier-1/Tier-2 teams.
* Actively participated in daily review meeting/ calls with development team and provided the inputs on issue tracking & monitoring needs.

**Environment/Technology**: Java, Oracle, MS Office, Ms Project, SharePoint.

**Merrill Lynch, NJ (Feb 2010 – Aug 2010)**

**Sr. Business Consultant-Test**

* Acted as liaison to offshore analyst teams. Test case and reviews, pre delivery checks.
* Analyzed, reported, gave recommendations, and developed strategies to improve quality.
* Automation using descriptive programming QTP. Prepared requirement traceability matrix

**Environment/Technology**: Java, MS Office, QTP, Ms Project, SharePoint.

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**Sodexho, NY (Sept 2008 – Dec 2009)**

**Lead Software Consultant in Test**

* Planned and managed the team testing on different OS/browser combinations.
* Involved in all the phases from requirement analysis to developing test plan and test scripts against business requirements for system testing and UAT.
* Liaise with business users, developers, and implementation team.
* Conducted review meetings for business and QA teams.

**Environment/Technology**: Java, Quality Center, MS Office, Ms Project, SharePoint.

**Greenfield Online, MA (Oct 2005 – Aug 2008)**

**Sr. Software Engineer in Test/Lead**

* Managed offshore team and assigned project/modules to members for QA tasks.
* Planned test strategies and test cycles for various successful product releases.
* Wrote use cases based on the requirements and documented them as SRS for developers.
* Reviewed business requirements, prepared test plans and test cases and gathered the metrics.
* Created training documents for knowledge management/reference for new team members.
* Allocated work to team members and tracked the status of the work.
* Monitored the test execution phase, ensured team's effective defect data management, resolved issues, defect reviews, etc.

**Environment/Technology**: Java, MS Access, MS Office, Ms Project, SharePoint.

**E-InfoTech, India (Feb 2004– Sept 2005)**

**Software Consultant**

* Reviewed business requirements, prepared test plans and test cases, tracked defects.
* Provided periodic Project reports and involved in process improvement team.

**Environment/Technology**: Ma Access, MS Office, Test Director.

Education

* Master’s in computer applications, Osmania University, India. 1996
* B Sc Computer Science, Osmania University, India.

Certifications

* + Certified Scrum Master (CSM)
  + OCP/DBA 8i