**Jatan Patel**

**Project Manager**

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**NY**



**Summary**

* 3+ years of experience in managing projects, communicating requirements, and coordinating with cross-functional teams.
* Good knowledge of SDLC methodologies such as the Traditional Waterfall Model as well as an iterative approach to software development such as Agile/Scrum and Waterfall.
* Knowledge of Preparing Business Requirement Documents (BRD) and Functional Requirement Documents (FRDs) to capture the essential and extended functionalities for the proposed system.
* Working knowledge of performing Risk analysis, GAP analysis, and Cost/Benefit analysis to better understand the mechanics of the existing & proposed systems.
* Good knowledge in conducting JAD sessions with executive-level Business Stakeholders, User Clients, Technical Teams, and Project Directors.
* Good team player and interactive skills with the ability to build relationships across organizational levels and effectively deal with a team comprised of both local team members and off - shore team members.
* Working knowledge of communication skills, rationalizing client’s expectation with engineering and customer service departments to ensure quality and on-time delivery.
* Proficiency in leading industry tools like JIRA, MS Office, and MS Project to develop various project deliverables.

**Experience**

**Progressive Corporation, OH | Jan 2021 – Current | Project Manager**

* Worked in an Agile environment, with an ability to accommodate and test the newly proposed changes at any point of time during the release.
* Used SharePoint to document project processes and procedures, communicate requirements and version control them.
* Involved in Daily Meetings and weekly Team Meetings, meetings with the clients, testing team, and project managers.
* Actively participated in JAD Sessions to develop an architectural solution and ensure that the application meets the business requirements, ensured all parties were clear of the expectations and deliverables from each stakeholder.
* Managed project management efforts to develop processes for maintaining the CRM application and related data, and develop training plans for the investment advisory, client relations, business development, account servicing, and accounting teams on CRM functionality, requirements and processes.

**Kpit Technologies, India| Aug 2016 – July 2019 | Project Manager**

* Utilized Software Development Life Cycle (SDLC) like Waterfall to configure and develop process, standards procedures.
* Prepared Business Requirement Documents (BRDs) and Functional Requirement Documents (FRDs) to capture the essential and extended functionalities for the proposed system.
* Partnered closely with Internal Communications and Change Management teams on planning and executing activities and projects.
* Performed Operational and enterprise risk analysis during integration.
* Managed the PMO of Satyam Computer Services Microsoft Technology delivery unit.
* Managed the end-to-end life cycle of the software development, gathered status, and assisted in resolving issues surrounding projects.
* Established vision, strategic direction and implementation plan for Lean, Six Sigma program.
* Assisted the project manager in preparing the project schedules, milestone tracking, and resource allocation using MS Project.
* Created defect tracking using JIRA and reviewed them in subsequent iterations of the application development process.

**Education**

**Master of Engineering in Systems Engineering**

Loyola Marymount University, Los Angeles, CA

**Skills**

**Methodologies:**

SDLC, Agile/Scrum, Waterfall

**Documentation:**

FRD, BRD, SRS

**Reporting Tools:**

MS Project, MS Excel, MS SharePoint

**Analysis:**

Risk analysis, Risk Assessment, Cost/Benefit analysis, FIT /GAP analysis

**Tracking / Other Tools:**

Jira, Microsoft Visio, Rational Rose, HP Quality Center, JAD, Test Director, RTM, KPI, CRM, Lean Six Sigma, PMP, Product Management, Team Player, Communication, Leadership, Customer Service

**Operating System:**

Windows, Linux