Nomita Sharma, PMP

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A certified project manager and business analyst with expertise in driving transformation initiatives. Instrumental in leading multiple projects in both adaptive and predictive environment and effectively plan, coordinate, and deliver with a focus on bottom-line results and stakeholder satisfaction. Proven record of working across various industries and domains demonstrating outstanding learning agility.

EDUCATION

- CORe: Business Analytics, Financial Accounting, Economics
  HBX | Harvard Business School

- MS in Engineering Management
  University of Texas at Arlington

- Bachelor of Technology
  Amity University

CERTIFICATIONS

- PMP®
- PRINCE2®
- AgilePM® - Agile Project Management
- PSM™- Professional Scrum Master
- Tableau
- AWS Business Professional

Industries and Domains served

- Retail - Franchise
- Insurance- Commercial lines
- Mortgage Industry- Credit Portfolio
- Project Management Office
- Banking
- Content development

PROFESSIONAL EXPERIENCE

April 2018 - Feb 2019

Sears
Senior Consultant-Project Management and Analytics
Implemented and coordinated management of multiple related projects directed toward strategic business and other organizational objectives.
Finance: Improve process efficiency by automating royalty calculations, sales reporting and funds collection.
Marketing: Multiple projects to increase customer engagement, increase leads by 103%, websites revamp worth $4.4m.
Operations: B2B partnerships to grow revenue by 5% each year, legacy POS and content management system migration.

- Delivered Proof of Concept POS system which subsequently led to full-blown 500 K project.
- Meet and negotiate with business units to gather and prioritize IT deliverables.
- Develop the business case with emphasis on NPV, IRR, and ROI.
- Build credibility, establish rapport, and maintain communication with stakeholders at multiple levels, including those external to the organization.
- Produce project status reports, manage the IT team and resolve day-to-day and escalated issues.
- Hold kick off and periodic status review meetings.
- Manage release, resource and capacity planning for projects.
- Coordinate multiple project teams; vendors and internal teams.
- Ensure compliance with established policies and recommend best practices.
- Implement Agile processes, best practices and artifacts as needed.
- Negotiate and allocate resources across multiple projects.

Oct 2017 - March 2018

Nationwide Insurance
Senior Consultant / Scrum Master

- Lead operational and system enhancement projects and ensure standard processes and practices are followed.
- Created Iteration/release plan and facilitate Line Requirements Team as they self-manage their work and resolve requirements blockers.
- Ensured requirements team stays on target, proactively identified risks on meeting commitments; promptly communicate them to stakeholders.
- Analyze performance and progress.

Oct 2015 - Sept 2017

Fannie Mae
Senior Consultant - Project Management and Analytics

- Managed multiple projects within tight deadlines, covering RFR's, change management, scope and requirements management, testing, and release.
- Assessed the Mortgage Insurance, FHA/VA, and HECM's business operations and processes, to understand

procedures, information flows, and handoffs, and to identify business needs.
- Provided Agile conceptual training to the team, upon the sudden switch from Waterfall to Agile.
- Managed the sprint iterations and release backlog, and crafted ad hoc reports and metrics, as needed.

Sept 2014 -
Sept 2015

Citi
Senior Consultant - PMO

- Successfully streamlined budget of $30+ million across different programs by monitoring the budget deficit and surplus projects within different line of businesses.
- Monitored and validated the PMO's resource rosters across projects for different vendors.
- Slashed the process time from 2-3 months to 3 weeks, by supervising and working with offshore PMO team for weekly resource allocation tracking and aging reports.
- Secured $3.4 million by weekly reconciliation of budgets.
- Assisted Project Managers in annual budgets and monthly rolling forecasts.
- Validated the monthly actual efforts.

Jun 2013 -
Aug 2014

JP Morgan
Consultant - Project Coordinator

- Analyzed the as-is and to-be processes to understand the key findings, the short-term considerations, the long-term considerations, and its benefits.
- Documented the project scope, high-level requirements, and process flows.
- Assisted in task planning, project status reporting, progress meeting coordination, and project documentation.
- Interacted with the users, developers, project managers, and SMEs to get a better understanding of the business processes.

Feb 2012 -
April 2013

University of Texas at Arlington
IT Support Analyst

- Collaborated with professors and facilitated in the preparation of presentations, manuscripts, and project-related topics. Troubleshot all the issues related to labs and devices.

Feb 2010 -
Dec 2011

Aptara
Project Manager

- Led and trained the team of 10+ FTEs in Elsevier and McGraw Hill projects.
- Accountable for planning and scheduling the deliverables for interactive eBooks.
- Collaborated with cross-functional teams for proposing milestones, categorizing target community, and building a strong system for communication, following good documentation principles.