

MIHIR SARDANA

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EDUCATION:

Northeastern University, College of Professional Studies

Project Management, Master of Science

Minor: Agile, Business Analysis & Design Thinking

GPA: 3.80

Boston, MA

01/2019 – 12/2020

Amity University, Amity School of Engineering & Technology

Computer Science Engineering, Bachelor of Technology

Minor: Business Technology, International Business Practices

Noida, India

07/2014 – 08/2018

COURSEWORK EXPERIENCE:

Northeastern University Experiential Network

Project Coordinator (XN Project): Brita Lundberg Health Advocates

Boston, MA

01/2020 – 03/2020

- Crafted a project plan with input from sponsor to lay out project execution. Made user stories to understand the needs of the client. Maintained the project schedule by gathering and analyzing requirements.
 - Piloted the fundamental strategic and executional marketing needs of the stakeholder through target market definition and prioritization by leading a cross-functional team of 4 people. Used Waterfall Approach for this project.
 - Facilitated competitor analysis by performing SWOT Analysis and comparing insurance services, social media, and websites of the Health Advocates within Massachusetts. Performed Stakeholder Analysis and utilized Google Analytics to obtain demographic reports and understand Key Performance indicators (KPI's).
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PROFESSIONAL EXPERIENCES:

Northeastern University, Information Technology Services

Instructional Project Assistant

Boston, MA

08/2020 – 12/2020

- Led a team of 4 people to provide the platform for interaction between the students and the professor conducting the class.
- Operated on NUFlex for Northeastern University that complements the hybrid platform for conducting online classes during the COVID-19 pandemic.

Synergy Consulting

Project Manager Co-op

Boston, MA

04/2020 – 07/2020

- Managed a group of 7 product specialists by assigning tasks and monitoring the process improvement cycle in software projects. Worked in a team focusing on SEO and ASO for apps. Defined a process for Product Management for new apps.
- Defined a process for product development using Agile and identified the risks/bugs involved in the applications to be developed like Pulse 24*7, Uplift app, Alder App, etc. Streamlined the testing, launch, and customer feedback process.
- Elicited the requirements from stakeholders by using the Scrum framework. Monitored live applications.
- Maintained schedules, bug documentation process, and business process. Maintained the Product backlog by modifying requirements after each sprint. Launched 3 applications on the Google Play Store and App Store.

Institute of Cytology & Preventive Oncology

Engineering Intern (IT Projects)

Noida, India

06/2016 – 07/2016

- Developed a site while working on a project in HTML to improve the IT systems and the processes of the organization.
 - Improved the site efficiency by 10 % and then further by another 5% after some change in HTML codes.
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PUBLICATIONS:

IEEE 2017: Published a review-based research paper on Software Testing and Pipeline Test Software where testing and leak detection techniques were explored in subsea pipelines. Publication: <https://ieeexplore.ieee.org/document/8070842>.

SKILLS:

Certifications: Professional Scrum Master-I (PSM I), Scrum.org (October 2020), Credential ID: 588059, <https://scrum.org/certificates/588059>; Enterprise Design Thinking Practitioner, IBM (April 2020)

Software Knowledge: Microsoft Office Suite; Project Management software utilization (MS Project, Smartsheet, Asana, JIRA, Confluence, Trello, CLM); Power BI; Advanced MS Excel; SharePoint; MiniTab; R; HTML; C; C++

Exchange Programs:

- In Business Technology from Birkbeck College, University of London in 2017.
- In International Business Practices & Cross-Cultural Communication from Adelphi University, New York in 2018.

Languages: English (Fluent), Hindi (Fluent), Punjabi (Native).

Volunteer Experiences:

- Volunteered at ERIDE NGOs as a Digital Marketing Intern and performed social media marketing to educate children in rural India and teach them basic computing skills so that they could use the Internet and search engines for their coursework.