SUSHMA KARMUR JAGANNATHA REDDY

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TECHNICAL SKILLS

Methodologies: Agile, Waterfall, Scrum, SDLC
Management: MS Project, Microsoft Office Suite, Rally, Jira, Smartsheet, Trello, Gantt charts
Data Analytics and Visualization: MS Excel, SQL, Oracle Database, MS Visio, Power BI, MS PowerPoint, Tableau (Basic)
Business Analysis: Requirement Gathering, Strategic Planning, Quality Assurance, Design Thinking
Software Tools: HP ALM Quality Center, TOAD, UFT, Selenium

WORK EXPERIENCE

Login VSI, Woburn, MA, Intern- Project Administrator   **Oct 2021- March 2022**

- Created Test Plans, SOWs, and SOPs
- Audited Risks and Issues
- Developed and audited project schedule entries in MS Project with appropriate details
- Followed SOPs for identifying and classifying project risks, issues, and mitigations
- Worked on Project Status reports and updates

Cognizant, Bangalore, KA, India, Associate*, Quality Assurance*   **Mar 2018 – Jan 2020**

- Managed a team of 4 associates, assigned daily tasks, updated, and tracked daily scorecards
- Provided cross functional training in various applications to a team of 10 associates
- Worked on resource allocation and efforts estimation required for each task under Software Testing Life Cycle
- Facilitated bi-weekly sprint meetings, daily stand ups to track the project
- Identified, flagged, and monitored risks, discrepancies, and key milestones for management
- Tracked daily progress on project while driving towards meeting project scope, schedule and quality
- Continuously provided feedback and process improvement by utilizing internal tools and best practices
- Conducted meetings with project team members to identify issues, resolve conflicts and remove impediments
- Able to operate confidently, effectively in a fast-paced environment with competing, shifting priorities
- Strong analytical and problem-solving skills, ability to think creatively to solve complex problems and accountability minded

 (Skills- Selenium, SQL, Rally, Agile, Scrum, GITHUB)

Cognizant, Bangalore, KA, India, Programmer Analyst*, Quality Assurance*   **Mar 2016 – Mar 2018**

- Coordinated with cross-disciplined team members to make sure that all parties on track with project requirements, deadlines
- Prepared status reports by gathering, analyzing, and summarizing relevant information
- Managed the documentation and updating of end-to-end projects during design optimization
- Worked on automation tools to build smoke, Functional and Regression suites
- Delivered project deliverables and ensured that they adhere to quality standards
- Good understanding of and hands-on experience with both Agile & Waterfall methodologies
- Ensured rigorous attention to detail in all work activities and products
- Results-driven, customer centric and proactive mindset

(Skills –UFT, Rally, HP ALM, SQL, Waterfall, Agile)

EDUCATION

Northeastern University, MS Project Management, Boston *GPA- 3.94*   **Apr 2020 – Present**
Bangalore University, BE Civil, Bangalore, India   **Sep 2011 – Jul 2015**

ACADEMIC PROJECTS

- **Case Study: The Quantum Bank- Enhancement of Mobile application**: Developed team charter, project charter, project plan, project status report, estimated efforts and budget, resource allocation
- **Case Study: Pop-up Study Centers**: Developed Scope Management Plan, Requirement Management Plan, Project Scope Statement, Integrated Change Control
- **Open Range**: Developed user personas, created feature sets and User stories
- **OCM Advisory Group**: Created profiles, Empathy maps, Market research, Customer Journey Mapping, identified top needs, designed communication plan

CERTIFICATIONS Certified Scrum Master ● Certified Scrum Product Owner ● PMP (In Progress)