

Alina Shrestha

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Goal and detail oriented professional skilled in simplifying complex problems into actionable tasks to achieve desired outcomes through team collaboration. Over 2 years of project management expertise in the IT industry, collaborating within cross-functional teams to devise and implement effective solutions.

CERTIFICATIONS

- **Certified associate in project management (CAPM):** [PMI](#)
- **Google Project Management Professional Certificate:** [Coursera Certificate](#)
- **Postgraduate in Project Management in IT:** Seneca College
- **MOS – Associate:** [Microsoft](#)
- **Scrum Fundamentals Certified:** [SCRUMstudy](#)

KEY SKILLS

- **Acumen in Project Management:** Agile methodology – Scrum, Kanban, Lean, Traditional method: Waterfall. Applied project management skills in all previous roles and current role to develop and manage ecommerce website.
- **Proficient in technical skill:** SDLC, Python, Django, SQL.
- **Proficient in project management tools:** JIRA, Confluence, Trello, ClickUp, Notion, Microsoft Office
- **Exceptional oral and written communication:** My role requires face to face communication with senior managers, stakeholders, and team members. Formal written email, instant messaging are used to perform the responsibilities.
- **Problem-solving:** Proactively identified and resolved issues that impact the project and team.
- **Facilitation and collaboration:** Strong facilitation and teamwork skills, including the ability to lead productive meetings, encourage collaboration, and manage conflicts.
- **Team leadership:** Experience of leading team of 5 individual. Successfully completed projects and obtained results by fostering a positive team culture.

EXPERIENCE

May 2023 – Present

CP Office Solutions Inc

Scrum Master/ Web Developer

- Applied project management methodology and techniques to successfully build an ecommerce website, resulting in operational ecommerce website within two months.
- Utilized MS Office Suite, and Clickup proficiently for project scheduling and collaboration tasks, resulting in a 25% improvement in team communication and coordination efficiency.
- Produced comprehensive reports and project updates for stakeholders, highlighting key metrics and risks, resulting in informed decision-making and a 15% decrease in project-related issues.
- Leveraged expertise to identify and address roadblocks in essential project activities, resulting in a 30% reduction in project delays and improved overall project performance.
- Utilized data analysis to optimize Google Ads campaigns, leveraging insights gathered from retrospective sessions. This approach led to a notable 50% surge in online website clicks and a 20% enhancement in digital marketing ROI.

Skills: Shopify, Canva, ClickUp, Collaboration, Problem-Solving, Critical thinking, Creative, Business Environment, Ecommerce, Digital Marketing, Google Ads, Scrum, Agile, Project Management, Risk Assessment

January 2023 – April 2023

Inheritchain

Intern – Scrum Master

- Developed, organized, and managed diverse project resources such as bug reports, application documentation.
- Collaborated with 4 interns in testing and resolving 25 critical bugs, improving application functionality.
- Effectively supported administrative tasks such as coordinating meeting arrangements, preparing meeting agendas and setting up webinars.
- Facilitated daily stand-ups, achieving a 30% productivity increase and timely issue resolution.

Skills: Leadership, Team Collaboration, Quality Assurance, Documentation, Facilitation, Project Planning, Organization, Project Management, Agile

June 2021 – July 2022

Cotiviti Private Limited

Agile Associate Project Manager

- Oversaw task distribution and monitored progress for 10+ projects, achieving a 98% on-time delivery rate of project deliverables and maintaining optimal project efficiency.
- Identified and managed project risks for 10+ projects, conducting regular risk assessments and issuing timely status updates to stakeholders, resulting in the mitigation of 80% of identified risks.
- Acted as a liaison between team members in various department, stakeholders, and management, fostering effective communication and collaboration, resulting in a 90% satisfaction rate among project stakeholders.
- Trained 4 new team members on functionality of manager department.
- Maintained project documentation for projects, ensuring compliance with project management methodologies and facilitating seamless project transitions.
- Facilitated communication channels for project direction and execution among a diverse group of stakeholders across multiple business divisions and locations to deliver the product 98% on time.
- Developed various artifacts like RACI Chart, resource plan, project plan, project progress report.

Skills: Cross functional team collaboration, Leadership, Planning, Execution, Monitoring and control, Documentation, Risk assessment, Stakeholder management, Interpersonal Skills, Time Management, Tools: MS team, Office 365, JIRA, Power BI

July 2019 – February 2021

Sync Solutions Private Limited

Project Coordinator

- Collected project requirements, developed detailed project schedules, and integrated plans for 6 projects, aligning project objectives with stakeholder expectations.
- Generated and monitored budget and schedule of projects, accomplishing the project within schedule and within 5% budget variance.
- Utilized excellent organizational skills to create, maintain, and organize project documents, plans, reports, and other project related documents.
- Performed risk assessment and identification, developed risk mitigation plan.
- Formulated communication channel and process for team of 5 individual that enabled smooth flow of information.
- Compiled process documents of the projects enhancing the knowledge management in the organization.

Skills: Agile, Scrum, Facilitation, Conflict Management, Collaboration, Project Initiation, Leadership, Monitoring, Risk Identification, Risk Mitigation, Documentation, Collaboration.

October 2017 – May 2019

Insight Workshop, Nepal

Software Engineer

- Developed a web-based application for US based company transferring 100% of the manual work to the web system.
- Generated core internal system of national frozen beverage enterprise in the US to extend their growth rate.
- Implemented AI & ML algorithms for the optimization of web applications and services (data-related applications like document similarity & classification).
- Tutored as programming instructor for 12 members of company interns and junior developers: assisting on frontend and backend web application development.
- Analyzed, designed, and deployed web applications using Django, Python, React, SQL, Selenium, and AWS services.

EDUCATION

Post Graduate Certificate in Business Analytics

Seneca College, Ontario, Canada

Post Graduate Certificate in Project Management in Information Technology

Seneca College, Ontario, Canada

Master's in business administration in Information Technology

School of Management, Tribhuvan University

BSc. Computer Science and Information Technology

Patan Multiple Campus

VOLUNTEERING

- **Open House** at Seneca College
- **SMILE Mentor** at Seneca College, Canada
- **Developed Nepal** during 2015 earthquake in Nepal.