

Swetha Veluswami

PROJECT COORDINATOR - Team Management, Workflow Optimization, Stakeholder Engagement

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SKILLS

- **Project Management:** Gantt chart creation, critical path analysis, Earned Value Management (EVM).
- **Enterprise Systems & Frameworks:** Stakeholder management, Scrum, Agile & Waterfall methodology.
- **Software Development Lifecycle:** Expertise in documentation, reporting, and managing SDLC phases.
- **Tools & Technologies:** Proficient in C-suite executives, Jira, Confluence, and tools for business analysis.

WORK EXPERIENCE

Junior Project Manager

MySolar Group Ltd.

January 2024 – June 2024

Toronto, Canada

- Directed cross-functional teams through resource allocation software, implementing milestone-based schedules and dependency mapping to ensure timely delivery of solar installation projects with a 20% improvement.
- Spearheaded team collaboration initiatives using Asana for task delegation, conflict resolution frameworks, and data-driven performance tracking, driving a 25% increase in project alignment and operational cohesion.
- Facilitated clear stakeholder communication by delivering detailed dashboards and progress reports using Sunbase Solar Management tool, ensuring transparency and a 30% reduction in scope failures across project cycles.
- Implemented Agile-hybrid methodologies, integrating Kanban boards with risk assessment and workflow automation systems, fostering and achieving a 100% success rate in meeting client deliverables and KPI's.

Project Coordinator

Upwork

February 2021 – January 2023

Atlanta, USA

- Coordinated project schedules using Microsoft 365 dynamics, resources, and equipment to ensure operations and on-time delivery, aligning resources with client expectations and improving project timeline accuracy by 15%.
- Acted as the primary liaison between clients and project teams, gathering and defining project requirements, scope, and objectives to ensure communication and customer satisfaction throughout the project lifecycle.
- Facilitated and implemented client meetings to track project progress, address concerns, and manage scope adjustments, leading to a 20% increase in client satisfaction and ensuring deliverables met evolving client needs.
- Developed and executed risk mitigation plans employing sensitivity analysis, and resource leveling techniques to address delays, resource shortages resulting in a 95% project rate and a 10% reduction in scope changes.

Scrum Master / Project Coordinator

RNTBCI

May 2017 – October 2020

India

- Led a cross-functional Agile team of six by employing velocity tracking, sprint burn-down charts, and task prioritization in JIRA, achieving a 95% adherence to sprint commitments and improving delivery efficiency.
- Drove collaborative development workflows through Miro and Confluence for retrospectives, process optimization, stakeholder sessions, dependency resolution frameworks, enhancing cross-functional alignment by 30%.
- Established seamless stakeholder communication channels using structured progress reporting and metrics dashboards via Power BI, ensuring 100% alignment on project goals and reducing feedback cycles by 20%.
- Developed and conducted comprehensive training programs on JIRA and Agile principles, leveraging adaptive learning platforms and hands-on simulations to upskill team members, improving sprint performance by 25%.

Projects

RBookParts - App Development

Scrum Project Manager / Scrum Master

- Conducted code reviews, managed automated unit testing, integration testing pipelines, and tracked sprint velocity, burndown metrics, and code quality using SonarQube and JIRA to ensure delivery of high-quality.

Residential Solar Project

Project Manager

- Led a residential solar energy system, utilizing project management methodologies including Agile-Hybrid frameworks leveraging Sunbase Solar Project Management Software for optimizing energy efficiency by 25%.

EDUCATION

Bachelor of Engineering in Electronics and Communication

Kumaraguru College of Technology, Coimbatore, India

May 2013 – June 2017

CERTIFICATIONS

- **Project Management Professional (PMP)**
- **Certified Associate in Project Management (CAPM)**
- **Certified Scrum Master (CSM)**
- **Agile Project Management with JIRA Cloud, Atlassian University**