

ANISHA DUTT

PMP® | Project DPro | CPM | CSM® | CAPM | CSPO® | Authorised to work in the US
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Project/Program Manager Profile

Accomplished and performance-driven professional with a decade of experience in managing all aspects of large-scale projects from start to finish, while ensuring compliance with established regulations and requirements. Equipped with strong working knowledge of Command-and-Control and Agile techniques and processes, such as Story Points Estimation, Requirements Gathering, RACI, and Communications Management.

- Project/Program Management
- Agile/PM Methodology
- Usability testing/Market research
- Produce/Create/Design/Publish Content
- Google Analytics/CMS/ Creative Brief/ SEO/ UX/UI
- Problem / Conflict Resolution
- Quality Management and Auditing
- Project Requirement & Scope Analysis
- Equity-focused design
- Proof Read/Edit/Structure/Write Content
- Strategy, Management Accounting and Corporate Leadership
- Sprint & Release Planning
- Asana Project Tracking
- Risk Management
- Budget Management
- Staff Hiring, Training & Development

Professional Development

MBA Essentials, Online Certificate Program, London School of Economics (LSE) | Project Management Professional (PMP®) | Certified Project Manager (IAPM) | Certified Project Management for Development Professionals (Project DPro)| Certified Scrum Master (CSM®) | Certified Agile Project Manager (IAPM) | Google UX/UI Design Professional Certificate | GTD® - Level 3 | Certified Scrum Product Owner (CSPO)

EMPLOYMENT HISTORY

Program Manager (Contract) ► Sabudh Foundation, Remote

March 2022 – June 2023

DEFINING ATTRIBUTES: Programme Management | Fundraising | Content Specialist | Budget Control

Programme Management:

- Oversaw and managed a portfolio of 16+ concurrent tech (Data Science, Machine Learning, and AI) and non-tech projects at Sabudh, ensuring adherence to project management best practices and timely completion.
- Collaborated closely with creative, user experience, business units, development teams, and vendors to effectively scope, plan, and execute projects.
- Guided the Agile-driven development of a comprehensive in-house Learning Management System, ensuring rapid iterations and continuous client feedback for an adaptable and feature-rich product.
- Coordinated the development of department policies and procedures, streamlining operations and ensuring consistency.
- Designed, implemented, and monitored processes for successful implementation of pro bono Data Science and IoT Internships, resulting in a 50% growth in admission rates.
- Acted as a facilitator for the development team, protecting them from external interference, promoting discussion, decision-making, and conflict resolution, and fostering motivation without coercion.
- Promoted internal and external communication to enhance transparency, disseminate information, and remove roadblocks.

Other Responsibilities:

- Lead the Fundraising Initiative: Developed and implemented operational plans, including detailed budget, team, corporate, volunteer, and event development and logistics plans.
- Lead the Multimedia Content team: Demonstrated a commitment to diversity by designing inclusive marketing campaigns that reached a wider audience, resulting in a 30% increase in engagement and a 25% boost in brand visibility.

DEFINING ATTRIBUTES: Scrum Planning | Sprint Planning | Release Planning | Project Estimation | Training

Managed projects' scope and timeline, coordinate Sprint Retrospectives, and Daily Scrums. Coached direct reports and peers in the Agile Project Management and Scrum Framework. Worked with multiple international clients focussed-on Biotechnology and Product-based businesses.

Programme Officer ► TARSHI, India

Aug 2013 – Dec 2021

DEFINING ATTRIBUTES: Content Specialist | Cross Functional Collaboration | CMS Expert | Fundraising | Editing**Programme Officer | 2021 - 2022**

- Closely worked on all aspects of communication from web-presence to external relationships by creating a strong editorial brand for TARSHI's flagship e-Magazine *InPlainspeak*
- Daily project management (included setting expectations and working out priorities with partner teams)
- Led, coached, developed, and retained TARSHI's high-performing peers
- Achieved strategic objectives & budgets with organisational management to coach staff, and develop high-performance teams

Programme Lead | 2019 - 2021

- Served as the linchpin in steering a dynamic team towards crafting an engaging app, seamlessly merging multimedia elements and legislative insights for an enriched user experience.
- Provided effective systems to track scaling progress, and evaluated disparate programme components for effectively commutated to board, funders, and other parties
- Deployed effective timelines and resources to achieve strategic goals

Programme Consultant | 2013 - 2019

- Managed various programme deliverables through development of operationalized strategies for business growth
- Accountable for development of online version of TARSHI's flagship outreach deliverable- InPlanspeak
- Technically supported the sunset print version while making a full transient to the e-magazine: Orchestrated the collaborative development of an innovative app for publications, integrating animated videos and accessibility features.
- Provided excellent interpersonal and multi-disciplinary project skills to harmonise TARSHI's mission

Advocate ► Manavi, USA

Apr 2013 – Aug 2013

SCHOLASTIC

Bachelor of Science | Rochester Institute of Technology, Rochester, NY, USA, 2011 | GPA: 3.77

Major: International Studies; Minor: Anthropology and Sociology