

# ANISHA DUTT

PMP® | Project DPro | CPM | CSM® | CAPM | CSPO® | Authorised to work in the US  
anishadutt@gmail.com • LinkedIn URL • (713)-887-0052

---

## 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