

Devika Raghavan

Project Coordinator

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PROFESSIONAL SUMMARY

MBA graduate in operations with an eight-month PMO internship at an IT services company, supporting sprint planning, status reporting and risk logs for two client projects. Comfortable with Jira, Confluence and MS Project, and holds the CAPM certification. Seeking a project coordinator or associate project manager role on software or digital delivery projects.

SKILLS

Project planning and scheduling · Jira and Confluence · MS Project · RAID logs · Status reporting · Meeting facilitation · Agile and Scrum basics · Stakeholder communication · Advanced Excel

EXPERIENCE

PMO Intern — Mid-size IT services company serving retail and insurance clients, Bengaluru
8-month internship

- Maintained Jira boards, sprint calendars and the risk, assumption, issue and dependency log for two client projects with 30 team members.
- Compiled the weekly client status deck from Jira and timesheets, cutting preparation time from half a day to about two hours.
- Tracked action items from steering meetings and followed up with owners until closure, raising overdue items to the delivery manager.
- Built an Excel resource tracker that showed bench and allocation by skill, used by the PMO lead for staffing calls.

Student Project Lead — B-school annual management fest, Bengaluru
4 months

- Planned a two-day fest with a work breakdown structure, 11 workstreams and weekly checkpoints owned by student leads.
- Managed a sponsor budget of ₹6 lakh and closed the event with a small surplus returned to the student council.

EDUCATION

MBA in Operations Management — Private business school, Bengaluru
Electives: project management, supply chain analytics

B.Com — Autonomous college affiliated to a state university, Mysuru

CERTIFICATIONS AND REGISTRATIONS

- CAPM, Project Management Institute
- Scrum Fundamentals Certified, online course

PROJECTS

- Campus canteen digitisation — scoped and tracked a three-month rollout of a pre-order app with a student developer team

LANGUAGES

English · Tamil · Kannada · Hindi