

# Kunjali Modi

PROJECT COORDINATOR - Project Management, Agile & Scrum Methodologies, Mitigation

✉ [modykjm@gmail.com](mailto:modykjm@gmail.com)

☎ (+1) 647-619-5710

📍 [Canada](#)

in [LinkedIn](#)

## SKILLS

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- **Resource allocation planning:** JIRA, Trello, Asana, & tools for workflow management, tracking deliverables.
- **Productivity Software & Google Suite:** Office Productive tools Google Docs, and Sheets for documentation.
- **Budget & Financial Reporting:** Monitoring project budgets, ensuring accurate reporting, aligning expenses.
- **Project Methodologies:** Agile, Scrum, Waterfall methodologies to streamline processes and improve project.
- **Development Support:** Pipeline management, documentation alignment, ensuring compliance with project.

## WORK EXPERIENCE

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### Project Coordinator

August 2023 – December 2024

*Relish Studios*

*Remote, Ontario*

- Managed and monitored a project budget of \$170,000, utilizing financial modeling and variance analysis to detect discrepancies, implementing data-driven corrective measures, ensuring 100% adherence to budgetary constraints.
- Orchestrated cross-functional collaboration across UX/UI design, software engineering, and digital marketing teams, optimizing communication pipelines via structured reporting frameworks and increasing project by 15%.
- Engineered and maintained performance dashboards leveraging data visualization tools (like Power BI, Tableau) and SQL-based reporting, improving real-time project tracking, KPI monitoring, and synchronization by 25%.
- Optimized stakeholder communication workflows by integrating response tracking, CRM synchronization (Salesforce, HubSpot), and workflow automation, reducing email response lag by 40% and improving engagement.
- Executed end-to-end quality assurance testing, applying automated test scripts (Selenium, JMeter) and manual validation techniques to ensure 100% compliance with industry standards, functional specifications.
- Led comprehensive risk assessment and mitigation strategies, employing root cause analysis, Monte Carlo simulations, FMEA methodologies to identify, neutralize 5+ critical project risks, reducing unexpected delays 30%.

### Project Coordinator

July 2022 – July 2023

*Snapt Inc.*

*Remote, Ontario*

- Managed task boards and sprint schedules using Jira and Trello, ensuring strict alignment with Agile Scrum and Kanban methodologies, leading to a 25% reduction in task completion delays and improved milestone tracking.
- Facilitated the Lead Developer by conducting root cause analysis on workflow bottlenecks using value stream mapping and Fishbone diagrams, leveraging process optimization game design pipelines, increasing production 15%.
- Standardized documentation and tracking processes using Confluence, JIRA, version control systems, implementing CI/CD best practices to ensure seamless execution of gaming project deliverables with a 98% compliance.
- Spearheaded Agile implementation by leading sprint planning, backlog grooming, and iterative A/B testing, incorporating Kanban flow metrics and burndown charts, resulting in a 10% increase in overall team productivity.
- Optimized multi-time-zone team coordination by automating scheduling workflows with Slack bots, Google Calendar API, and asynchronous communication frameworks, improving real-time collaboration by 35% .
- Led data-driven retrospective sessions, utilizing Agile velocity tracking and burndown charts to analyze project performance, implementing process optimizations that increased sprint by 20%, reduced cycle time by 18%.

### Project Coordinator

January 2019 – May 2022

*ASK-EHS Engineering Pvt. Ltd.*

*India*

- Led project cost-reduction initiatives by conducting variance analysis and implementing Six Sigma lean resource allocation strategies, leveraging predictive analytics to improve operations 15%, reduce budget deviations 20%.
- Translated stakeholder requirements into comprehensive product specifications using UML diagrams and business process modeling, ensuring 100% alignment with development roadmaps and reducing scope creep by 25%.
- Administered project workflows, tracked progress using Agile frameworks (Scrum, Kanban), resolving workflow bottlenecks with root cause analysis, reducing project delays by 30%, and maintaining on-time deliverables.
- Analyzed predictive analytics & data-driven insights from UAT & QA processes, incorporating automated test scripts, defect tracking tools (JIRA, TestRail) to validate feature enhancements, increase user acceptance 20%.
- Maintained change management logs and dashboards using configuration management tools (ServiceNow, Azure DevOps), improving stakeholder engagement by 35% and ensuring 100% visibility into project updates.
- Developed standardized project documentation templates using LaTeX and knowledge management platforms (Confluence, SharePoint), reducing reporting time by 40% and improving cross-functional clarity by 50%.

## EDUCATION

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### Master of Computer Application (MCA)

*Gujarat Technological University, India*

June 2013 – May 2016

### Bachelor of Computer Application (BCA)

*Gujarat Technological University, India*

June 2010 – February 2013