Simron Dhali

1127 Pearl Retreat Ln, Austin, TX
simron.dhali.singh@gmail.com
linkedin.com/in/simron-dhali | simrondhali.com
(847) 340-9204

View My Work

Professional Experience

1. **Project Manager - TransPerfect** (*June 2021 - October 2021*)

   Main Role: Ensure translation projects obtain the right resources to complete in time and under budget
   - **Asynchronous communication** with international vendors from different timezones
   - Oversee the project lifecycle given client specifications, budgets and delivery dates
   - **Performed QA** and cut production errors by 20%, lead times by 15% and costs by 38%
   - Be a liaison between the production team and the client during the project's life cycle and manage changes in the scope of work

2. **IT Project Management Intern - Illinois State University** (*Aug 2020 - May 2021*)

   Main Role: Manage and coordinate the development of the IT infrastructure for Illinois State University
   - Developed strategies for handling multiple parallel IT projects that met user requirements
   - Improved project turnover rate by 20% using **Gantt charts** to track and guide progression
   - Assist in the maintenance of the project by providing details of the **project scope**, frequent progress reports and regular issue resolution

3. **Business Technology Solutions Development Intern** - Abbvie (*May 2018 - Aug 2018*)

   Main Role: Research and gather client requirements for the product team to use when creating tech solutions
   - Identified technical business opportunities to help Abbvie with client acquisition
   - Met with local clients to gather business requirements to deliver a technical solution
   - Transcribed meetings into notes and distributed them for future meeting agendas
   - Analyzed existing databases to reduce data redundancy that caused business challenges

Educational Background

1. **Bachelor of Science (Information Systems)** - Illinois State University (*Aug 2017 - May 2021*)
   - Coursework includes project management, **UML diagrams**, understanding technical architecture and managing technical business requirements
   - Managed and developed Indian Student Association (ISA) - President
   - Dean's List Honoree in the Fall 2020 semester
   - Minor in Business Administration

Additional Skills and Accomplishments

- 3rd place in a Mobile App Development contest held by State Farm at Illinois State
- Experience with building out the frontend of a webpage with **HTML** and **CSS**
- Getting, filtering and analyzing data from databases such as **MySQL** with **SQL** queries
- Using tools such as **Zapier** or **Siri Shortcuts** to connect web services together and create useful automated flows
- Experience working with data stored in a **JSON** or **XML** file
- Proficient with **Microsoft Office Suite** tools