

SHWET SHAH

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Dear sir/mam,

I am a graduate from the University of Texas, Arlington and pursued my master's degree in Engineering Management, I would like to express my interest in the **Project Coordinator** position at **Braun Northwest**. As an experienced Associate Project Manager, I feel confident that my education and experience suits well with the upcoming challenges and responsibilities that are required for this position at your organization.

I have an experience working in fast paced environment and I understand the importance of working in a time and budget constrained projects. My experience involves working in collaboration with Project Managers and Product development teams which helped me understand the business line along with executing planning and controlling of project lifecycle and research on marketing strategies for new product development

My most notable skills include :

Project Management : I bring nearly two years of experience in the areas of

- **Project Planning** : Defining project scope, generating deliverables, identifying key milestones, developing business case to upper management, project progress tracking by EVMS (Earned Value Management System)
- **Operations Management** : ERP, reducing cycle time, managing delivery, Planning CRM, reducing search time using FIFO, Managing Inventory.
- **Risk Management** : Identifying potential risks, preparing risk mitigation strategies, Monte Carlo analysis to estimate risk probability and impact
- **Lean and Six Sigma tools** : KANBANs, Root cause analysis, eliminating waste's, DMAIC & DFSS, Process Mapping
- **Enterprise Resource Planning** : SAP S4HANA, CRM modules

Management Skills : I have been successful in managing teams while working for both professional and academic projects, I have been responsible for allocating job duties, monitoring the efficiency, conducting client meetings, preparing and presenting the project proposal to upper management. My experience is not just limited to managing teams but also to coordinate with upper management and executives in the company

Communication Skills : I am well versed in communicating and coordinating with the technical and non-technical employees of the company as well as the clients to provide support and achieve organizational goal. Also, I was responsible for conducting weekly meetings with team members to know about progress of ongoing project considering the project schedule

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please feel free to contact me at (682) - 408- 3981 or via email at shwetatul.shah@mavs.uta.edu. I will follow up next week to check on the status of your search.

Thank you in advance for your consideration

Sincerely,
Shwet Shah

