

Vedangi Narvekar

Project Manager

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A highly organized, tenacious Project Manager with 8+ years of experience in regulatory compliance, SaaS, and edtech. Proven success leading customer-facing IT projects worth \$1.5 million by enhancing operational efficiency and cultivating collaborative relationships with a diverse array of stakeholders. CAPM and CSM certified, and adept in Agile, Scrum, Waterfall, and hybrid project management methodologies. Enthusiastic about leveraging skills and experience as a Project Manager to support organizations in driving transformative initiatives.

CERTIFICATIONS

Certified Associate in Project Management (CAPM) *Project Management Institute*

Certified ScrumMaster (CSM) *Scrum Alliance*

Cybersecurity and Information Management, Advanced Certificate *University of Ottawa* (Oct 2023–March 2024)

Key skills acquired: Cybersecurity and information security frameworks, ISO standards, identity management, access controls, ISMS, networking systems, compliance, auditing, threat risk assessments, Python coding within cybersecurity

LANGUAGES

English (fluent), French (intermediate proficiency)

KEY SKILLS

- Cross-functional team management
- Risk and opportunity management
- Proactive problem solving
- Process improvements
- Financial oversight
- Excellent communicator
- Documentation maintenance
- Strategic planning
- Organizational skills

WORK EXPERIENCE

LRN Corporation

Ottawa, ON (Remote) | Mar 2018 – Sep 2023

► Project Manager

Oct 2021 – Sep 2023

Delivered impactful compliance e-learning programs and CMS/LMS SaaS solutions. Accountable for Professional Services project portfolios, client platform migrations, and the delivery team's performance.

- **Project Delivery:** Applied leadership and project management expertise, and utilized project management software (Jira, Kantata, Trello) and collaboration tools (SharePoint, Confluence) to lead a 15-person team. Achieved \$700,000 revenue from a 3-year, US\$1.2 million project.
- **Process Optimization:** Applied continual improvement principles and liaised with Product and Operations to implement product enhancements and processes, reducing project timelines (and associated costs) by 2 weeks.
- **Client Relations:** Leveraged negotiation and communication skills, used CRM platforms (Salesforce, Gainsight), and collaborated with Sales on a key deal to generate US\$1.5 million through cross-selling and contract renewal.
- **Stakeholder Engagement:** Used Excel and Kantata for data analysis and to report project statuses to executives and key stakeholders. Successfully addressed risks and issues, resulting in high customer satisfaction and 21 contract renewals.
- **Team Development:** Enabled growth of 3 new project managers via mentoring, training, and maintaining project and process-related documentation for the global PM team, enhancing coordination, clarity, and accountability.

◆ **Project Highlight:** Led a hybrid project (a mix of Scrum and Waterfall) by managing 2 vendors and a 40-member team to develop 4 compliance programs in 30 languages on a SaaS platform. Deployed the programs on learning management systems for an audience of 85,000 learners. Project success led to high customer satisfaction and additional \$120,000 revenue through cross-selling.

► **Editor**

Mar 2018 – Sep 2021

- **Program Design and Development:** Developed and edited compliance programs in collaboration with instructional designers, graphic designers, and SMEs using specialized tools (Storyline, InDesign, PhotoShop, and Illustrator).
- **Project Management:** Used Salesforce for project insights on budget, scope, and client requirements. Used Jira and Kimble to manage 5 contractual editors, track project progress and expenditure, and meet project milestones.
- **Budget Management:** Allocated work to contractors based on their rates, turnaround time, and project budget. Verified and authorized their invoices via MineralTree, ensuring timely payments.
- **Process Optimization:** Optimized internal review protocols and drove process enhancements that improved quality, saved 4 business days spent on editorial tasks per project, reducing editorial tasks' timelines by 25%.
- **Documentation Maintenance:** Used document management and version control tools (Perforce, SharePoint, Confluence) to develop and maintain documentation for projects and internal editorial processes.

◆ **Project Highlight:** Developed content for the course 'Standing Strong Together: Confronting Racial Inequality' for Dell Technologies, Inc., which won a silver Brandon Hall award for excellence in diversity, equity, and inclusion in 2021.

Other Positions Held:

► **Editor - Next Education (February 2017 – March 2018)**

Next Education is the largest SaaS-based EdTech company in India that serves almost 12 million students and 18,000 schools.

► **Editor - Packt (February 2015 – January 2016)**

Packt is a notable U.K.-based publisher of content for game developers, software engineers, web developers, and system administrators.

► **Freelance Writer and Editor - Self-Employed (February 2015 – September 2021)**

EDUCATION

Master of Arts (English Literature)

2014 – 2016

University of Mumbai • Mumbai, India

[WES Equivalency in Canada: Postgraduate diploma \(1 year\)](#)

Bachelor of Arts (Psychology)

2011 – 2014

The Wilson College • Mumbai, India

[WES Equivalency in Canada: Bachelor's degree \(4 years\)](#)

HOBBIES AND INTERESTS

Reading, poetry, concerts, playing the guitar, painting