Jagruti Dongardive

Web Developer - Project Coordinator

Education: BE (ENTC)
Phone: 9657634485
E-mail: jagrutidongardive123@gmail.com
Languages Known: Marathi, Hindi, English
Address: Pune

Profile Summary

Highly organized and results-driven professional with 3+ years of overall experience includes leading projects from initiation to successful completion. Adept at collaborating with team, stakeholders & clients to deliver high quality project outcomes. Demonstrated success in Project Coordination, Project Management, Client Communication, Team Handling, Risk Management.

Skills

- Agile
- Scrum
- Kanban
- Waterfall
- Jira
- Documentation
- Problem Solving
- Conflict Resolution
- Time Management
- Leadership
- Organizational Skills
- Decision Making
- Risk Management
- Interpersonal Skills
- HTML/CSS
- WordPress
- Webflow
- SEO
- Google Search Console
- Google Analytics
- Netlify

Certifications

- **Foundation of Project Management** authorized by **Google**.
- Jira **Kanban** Project.
- Jira **SCRUM** Project.

Work History

**2022-12
To
Current**

Web Developer – Project Coordinator

Triadss Tech Solutions Pvt Ltd | Chennai

- **Project Planning & Strategy**
  - Developing & implementing project plans, including project scope, timeline, resource allocation.
  - Performing project studies and risk assessments.
  - Defining project objectives, deliverables.
- **Team Leadership & Management**
  - Fostering collaboration, teamwork and leading a team.
  - Assigning tasks while setting priorities and monitoring team performance.
  - Mentoring and providing feedback to team to enhance the productivity.
- **Stakeholder Communication**
  - Liaison between project stakeholder & team.
  - Updating regular project status.
  - Managing stakeholder expectations and addressing concerns in a timely manner.
- **Risk Management**
  - Identifying project risks and developing risk mitigation strategies.
  - Monitoring & controlling project risks throughout the project lifecycle.
- **Quality Assurance**
  - Establishing quality standards & making sure of project specifications.
  - Conducting regular quality check.
  - Implementing best practices to deliver high quality outcomes.
- **Project Documentation & Reporting**
  - Maintaining project documentation including project plans, schedules, project reports.
  - Conducting project retrospectives to analyze project successes & areas of improvements.
- Planning website development using **HTML, CSS, WordPress,Webflow**.
- Adhering to **SEO best practices** while designing sites.

2021-10 **To** **2022-11**	**WordPress Developer** UnlimitedWP Pvt Ltd | Ahemdabad

- Teamed with design and project developers to understand project scope and offer elegant, creative and scalable solutions.
- Delivered quality websites that met coding standards and cross-browser compatibilities.
- Client Communication.
- Planned website development **using HTML, CSS, Wordpress -Elementor &Divi builder, ACF.**
- Designed responsive, **mobile-first websites** from design concepts.
- Installed required plugins and additional coding to fit finaldesign and functionality requirements.
- Adhered to **SEO best practices** while designing sites.
- Performed unit testing of websites and troubleshot issues.
- Multi-tasked across multiple functions and roles to meet deadlines and organizational expectations.

2020-07 **To** **2021-06**	**Web Developer** Millionis Tech | Pune

- Coded websites using **HTML, CSS, WordPress**.
- Provided front-end website development using **WordPress -Elementor &Divi builder, Webflow**.
- Performed website maintenance.
- Maintained **SEO practices** while developing the websites.
- Performed unit testing of the websites.

Education

SSC	Shri. Jagmitra Naga Vidhyalaya Parli-V. Dist.-Beed
2013-07 – 2016-06	**Diploma – Electronics & Telecommunication** Government Polytechnic Pune
2016-08 – 2019-07	**Bachelor's of Engineering – Electronics & Telecommunication** PES's Modern College Of Engineering, Shivajinagar, Pune