

# PRASAD V SAMBREKAR

## Project Manager

### SUMMARY

I'm a **Website Design & Development Project Manager with 3.8 years of experience in all aspects of delivering website products**. I believe that the success of any endeavor comes from consistent people management. It includes leading, mentoring, empowering teams, building relationships with stakeholders, and controlling their expectations.

- Good knowledge in various WDLC phases and methodologies such as waterfall and agile-scrum.
- Proficient in the preparation of GUI prototypes in Adobe XD and Balsamiq 3.0.
- Hands-on experience in elicitation techniques such as brainstorming, JAD sessions, interviews, and prototyping.
- Proficient in industry tools such as MS Office, Basecamp, Trello, Asana, and Xmind.
- Good interpersonal skills, being committed, result-oriented, and innovative with a quest and zeal to learn new technologies.
- Proficient in monitoring the overall functioning of processes, identifying improvement areas, and implementing adequate measures to maximize customer satisfaction.
- Sound ability to learn technologies and assist in various applications.
- Creative and multi-disciplinary executive renowned for appraising the prevalent processes, identifying loopholes, and undertaking result-oriented measures for alleviating them.

### TECHNICAL SKILLS

- **Methodologies and Models:** Water fall & Agile-Scrum.
- **Project Management Tools:** Basecamp, Trello, Asana.
- **Sitemap, Wire Framing, and Prototyping Tools:** Xmind, Adobe XD & Balsamiq 3.0.
- **Documentation Tools:** MS office (Word, Excel, PowerPoint)
- **Other Tools:** Google analytics, Google search console, Ahrefs, SEMrush, Uber suggest.
- **Tech Stack:** WordPress.

### AREAS OF EXPERTISE

❖ Agile-Scrum	❖ Time Management	❖ Quality Assurance
❖ Project Planning	❖ Communication	❖ Problem Solving
❖ Waterfall/Plan Driven	❖ Risk Management	❖ Coaching
❖ Website Design & Development	❖ Website Development Life cycle (WDLC)	❖ Stakeholder Management
❖ Change Management	❖ Leadership	❖ Team building
❖ Quality Management	❖ Conflict Management	❖ Tracking & Monitoring

## PROFESSIONAL EXPERIENCE

---

### Freelance Project Manager (Jan 2023 – Present)

**Projects:** Website Design & Development

**Role:** Project Manager

**Tech Stack:** WordPress (CMS)

**Tools:** Asana, Trello, Xmind, Adobe XD, Google Analytics, Microsoft Office, Canva.

#### Responsibilities:

As a freelancer, I am helping the sole entrepreneurs of the small digital marketing agencies take off their load and focus on website design and development projects.

- Driving the web projects from the planning stage to the closure stage using the website development life cycle.
- Managed the communications with key stakeholders during the project effectively and made sure to update the project status on time.
- Developed workflows for the project management team using tools like Trello and Asana.
- I collaborated with the team members on the projects to ensure their successful completion and also provided instructions to each member of the project to ensure the timely completion of all tasks with quality.
- Tracked project milestones and deliverables and made sure to meet the project deadlines.
- Performed the functional and responsive testing of the websites.
- Managed a team of 3–4 members.
- Providing reports to the business owner regularly.

### Growth99, LLC (July 2018 – Sept 2022)

**Projects:** Website Design & Development

**Role:** Project Manager

**Tech Stack:** WordPress (CMS)

**Tools:** Basecamp, Adobe XD, Google Analytics, Microsoft Office, Canva.

#### Responsibilities:

Growth99 is a company that specializes in digital marketing services like website design, digital marketing, etc. Shifting my career from digital marketing executive to project manager, I helped to build the company from 3 employees to 50 employees and also helped in creating the departments and the processes to run the projects and departments smoothly. And also handled high-profile clients, delivered the best service to them, helped the company get more referrals from high-profile clients, and boosted revenue and portfolio. I participated in creating the best websites like Ruma Aesthetics, Beauty Lab Laser, Yunik Aesthetics, Aere Aesthetics, Grossman Capraro Plastic Surgery, and 100+ websites. I have executed and delivered two web projects in record time, i.e., within a week. I have successfully handled more than 100+ website projects during my time in the company, including brand new websites, website redesigning, website migration, and a few e-commerce websites.

- Managed the development of around 15 website projects at a time and developed a strong, self-organized, and friendly team of 13 members capable of keeping to project goals, solving problems, and sustaining high performance levels for prolonged periods, achieving the lowest turnover rate throughout the company for more than four years.
- Collaborated with the team members to create and maintain project schedules, track deliverables, and establish priorities.
- I coached junior project managers on effective communications with stakeholders to keep their impact and engagement under control, resulting in expanded customer and project capacity and improved project completion rates. I also developed training programs for team members
- I consulted with stakeholders to identify key requirements for the websites and presented regular updates on the projects.

- I created a vision for creating the best websites for the clients and worked with the team to implement the workflow, taking into account the needs of the end-users.
- Participated in various project meetings with the clients and internal team members, as well as with the management, and scheduled meetings as required.
- Monitored all project issues and risks, escalated issues if required, and cleared the road for the team members.
- Allocating and utilizing project resources in an efficient manner and ensuring projects are meeting targets and deadlines.
- Performed the functional testing and responsive testing of the websites.
- Team up with cross-functional teams like the SEO, Content, QA, Infra, and Support teams on the projects.

#### Ideametrics Pvt. Ltd. (Oct 2017 – Jan 2018)

**Role:** Digital Marketing Executive

**Tech Stack:** WordPress, SEO, SEM, SMM,

**Tools:** Google Analytics, Google Search Console, Canva Tool, SEMrush, Google keyword planner.

#### Responsibilities:

Ideametrics is a leading engineering solution company in Pune. That provide engineering services like FEA, mechanical, process, piping, civil, and so on. As my first job and first hire as a digital marketing executive in the company, I worked on creating the new website and handled the SEO of the website and the company's presence on social media.

- Built a new company website on the WordPress platform.
- Used tools like Google Keyword Planner for keyword research.
- Used tools like SEMrush for competitor analysis and also for keyword research.
- Handled on-page SEO for the website and also worked on off-page SEO.
- Monitoring websites by using Google Analytics.
- Evaluating the Effectiveness of Marketing Programs and Providing Insights to Management.
- Handled the company's online presence and updated the company's website and various social media accounts.

## EDUCATION

2012 – 2016

B.E (Electronics & Communication)

*Hira sugar Institute of Technology, Nidasoshi*

## STRENGTHS

➤ Leadership	➤ Communication	➤ Problem solving
➤ Team Building	➤ Integrity	➤ Proactive & Hardworking

## HOBBIES

Playing shuttle	Playing cricket
Listening to music	Surfing internet