

Urvashidevi Sodha

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EDUCATION

Master of Science in Project Management (Data Analytics)

Northeastern University, Seattle

June 2026

GPA: 3.9/4.0

Master of Science in Organic Chemistry

K. K. Shah Jarodwala Maninagar Science College, Gujarat, India

April 2022

Bachelor of Science in Chemistry

President Science College, Gujarat, India

September 2020

SKILLS & TOOLS

- **Program & Project Management:** Agile/Scrum, Program Governance, Process Improvement, Risk & Issue Management (RAID), Stakeholder Management, Change Management
- **Operations & Execution:** Process Optimization, Requirement Gathering, Cross-Functional Coordination, Data-Driven Decision Making
- **Tools & Platforms:** Jira, Asana, Microsoft Project, Confluence, LucidChart, SharePoint, Notion, Canva
- **Data & Analytics:** SQL, Tableau, Excel, Python, R, A/B Testing, Data Visualization

WORK EXPERIENCE

Seattle City Light – City of Seattle

Program Assistant Intern

Seattle, Washington

July 2025 – December 2025

- Led a **continuous improvement initiative** to redesign RAID governance, improving data accuracy from **70% to 95%** and increasing stakeholder update compliance to **80%+**.
- Standardized risk, issue, and decision tracking workflows, reducing manual inefficiencies and **decreasing weekly reporting time by 50%** while improving real-time visibility for stakeholders.
- Collaborated with cross-functional stakeholders across **7 teams** to align on program requirements, timelines, and deliverables, while implementing **dependency tracking and milestone monitoring** in Asana to enable **early risk identification** and improve execution efficiency.
- Developed **executive-level dashboards and weekly reports** summarizing milestone progress, risks, and dependencies, enabling data-driven decision-making for program leadership.
- Drove **process optimization and automation initiatives**, identifying workflow improvements that enhanced operational efficiency and scalability of program reporting.
- Supported **program governance** by coordinating stakeholder meetings, tracking action items, maintaining program documentation, and facilitating communication across **50+ stakeholders** to improve execution and accountability.

Godiawala Studios - Digital Marketing Agency

Project & Marketing Operations Manager

Gujarat, India

January 2022 – March 2023

- Managed end-to-end delivery of **10+** concurrent cross-functional projects, coordinating designers, developers, and content teams to ensure **on-time execution and alignment with business objectives**.
- Conducted **data-driven analysis and A/B testing** to optimize campaign performance, increasing digital visibility by **500%** and enabling informed decision-making across stakeholders.
- Gathered and **translated business requirements into actionable project plans**, improving execution efficiency and ensuring alignment between marketing strategy and business goals.
- Led **cross-functional go-to-market initiatives** and customer engagement strategies, increasing product sales by **40%** and improving customer retention by **15%** through targeted process improvements.

VOLUNTEER EXPERIENCE

PMI Puget Sound Chapter | NUPM

PR & Marketing Program Manager

Seattle, Washington

January 2025 – October 2025

- Led marketing initiatives and stakeholder engagement strategy for the Northeastern University Project Management student group, managing campaigns and strengthening collaboration with the PMI Puget Sound Chapter.
- Supported planning and execution of professional events, ensuring alignment across stakeholders and timely delivery.

CERTIFICATIONS

- AWS Skills Center: Becoming a Cloud Practitioner Part 1 & 2
- Identity Literacy and Cultural Competence badge (Northeastern University)
- AI in the Workspace (Northeastern University)

April 2025

November 2024

January 2024