

SASADHRI RAO

Junior Project Manager | Project Coordinator

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CAREER SUMMARY:

Organized and resourceful Junior Project Manager with hands-on experience planning project timelines, coordinating deliverables, and facilitating communication across remote and cross-functional teams. Skilled in Trello, Notion, Google Sheets, and Slack with self-directed project simulations including onboarding systems, stakeholder updates, and Agile sprint management. Actively building a portfolio and coordination templates to demonstrate clarity, ownership, and results-driven execution.

SKILLS:

Project & Process Coordination

- Timeline planning • Task tracking • Backlog grooming
- Meeting coordination • Weekly updates • Project delivery tracking
- SOP writing • Onboarding system creation • Internal documentation
- Risk identification • Team check-ins • Delivery handoff

Tools & Technologies

- Trello, Notion, ClickUp, Google Calendar, Google Docs, Google Sheets, Airtable, Slack, Zoom, Calendly, Zapier, Gemini AI, BambooHR, Freshteam

WORK EXPERIENCE:

Freelance

Project Coordinator & Web Developer

Jan 2020 – Present

- Managed project timelines and deliverables using Trello, Notion, and Google Sheets
- Created onboarding checklists, SOPs, and knowledge base docs to support client delivery
- Coordinated async team workflows and meetings using Slack, Google Calendar, and email
- Used Gemini AI to convert briefs into task lists and speed up documentation
- Designed internal systems for startup teams (Notion + Airtable dashboards)
- Delivered small full-stack web tools (React + PostgreSQL) as part of complete project ownership

Ledger Brains

Junior Web Developer (Project-Focused Role)

Nov 2023 – Jul 2024

- Supported sprint planning and delivery tracking in coordination with design & product teams
- Used Trello and Slack to track backlog items, in-progress work, and reviews
- Drafted internal docs for dev setup, code testing, and project updates
- Balanced execution tasks with internal comms to align weekly team output

PROJECTS:

Website Launch (Simulation)

- Simulated a 5-week SaaS launch managing copy, design, and dev tasks
- Built a Notion dashboard and Trello sprint board with timelines and dependencies
- Drafted stakeholder emails, weekly updates, and a risk log
- Created final launch checklist and project retrospective

Remote Team Onboarding Workflow (Simulation)

- Designed a full onboarding workflow simulating a 30-person remote startup
- Tools used: Google Forms, Notion, Trello, Slack, Calendly, Zapier
- Automated welcome emails and triggered tasks via Zapier + Trello
- Centralized docs, checklists, and policies in a Notion workspace

CERTIFICATIONS:

- Getting Started as a Project Manager — LinkedIn Learning • Jan 2025
- Project Management Foundations — LinkedIn Learning • Jan 2025

EDUCATION

FTMS COLLEGE AND UNIVERSITY

Degree in Business Information Systems (Certificate not available due to institution insolvency during pandemic. Academic Transcript available upon request)

FTMS COLLEGE AND UNIVERSITY

Diploma in Business Administration

Distinctions in: Principles of Marketing, Organizational Behaviour • High attendance rate