

Pooja Sharma

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EDUCATION

Indian Institute of Technology, Delhi

Aug 2008 - April 2012

Bachelor of Technology, Engineering Physics (CGPA: 8.89)

◇ Department Rank 3 in a batch of 40 students of Engineering Physics

Delhi Public School, R. K. Puram, Delhi

2007

Senior School: Central Board of Secondary Education (Percentage: 94 Percent)

◇ Awarded Certificate of Merit by Central Board of Secondary Education for being in top 0.1 percent students in Computer Science

◇ Awarded Scholarship

PROFESSIONAL EXPERIENCE

Project Director

Jan 2022 - July 2023

STEPapp

- Led and directed the Animation, Content Creation, Product, and Tech teams within the project management framework. Ensured the efficient execution of day-to-day operational aspects and alignment of team activities with project goals and scope, contributing to overall project success
- Proactively identified and mitigated project risks, fostering a proactive team culture that minimized disruptions to timelines, budgets, and quality standards
- Demonstrated a balanced approach in overseeing technical and non-technical dimensions of complex projects, ensuring meticulous management and successful project delivery

Project Manager

April 2016 - Jan 2022

IITiansPace Coaching Institute, Delhi

- Managed and mentored a team of educators, fostering a collaborative and innovative environment that resulted in the successful implementation of curriculum improvements
- Conducted needs assessments and collaborated with the project team to develop tailored activities, ensuring the curriculum met specific student requirements and continuously engaged their interest
- Successfully navigated the transition from in-person to e-learning during the pandemic, introducing innovative approaches for a seamless shift

Software Engineer

July 2012 - October 2012

WIPRO Technologies (India)

- Created and supported software using HTML, XML, JavaScript, SQL, Java, and C++. Developed solutions to meet project requirements.
- Led the development and maintenance efforts for an Employee Management Portal, enhancing efficiency and streamlining operations.
- Ensured product quality through regular reviews, testing, feedback analysis, and effective software integration management. Worked to deliver reliable and user-friendly software solutions

Research Fellow

May 2011 - July 2011

École Polytechnique de Montréal, Canada

- Developed feedback loop circuits utilizing operational amplifiers to stabilize laser wavelength, ensuring consistent and reliable performance
- Applied expertise in fabricating and characterizing fiber Bragg reflectors using a high-power UV laser, contributing to the precision of optical components