

ISHIKA CHAUDHARY

Project Coordinator

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Dedicated and results-driven Project Coordinator with over 1.5+ years of experience in planning, executing, and delivering projects efficiently and within scope. Proficient in coordinating cross-functional teams, optimizing project schedules, and managing resources to meet deadlines. Adept at maintaining clear communication between stakeholders, resolving project bottlenecks, and ensuring high-quality deliverables. Known for strong organizational skills, attention to detail, and a proactive approach to problem-solving.

WORK EXPERIENCE

DevsLane | Remote - Project Coordinator

- Managed project timelines, set milestones, and ensured tasks were completed on schedule.
- Coordinated with cross-functional teams, including developers, designers, and content creators.
- Facilitated regular team meetings to track progress and resolve bottlenecks.
- Acted as the main point of contact for project updates and stakeholder communication.
- Oversaw the creation and organization of travel-related content, blogs, and promotional materials.
- Linked the website to social media platforms to drive traffic and enhance user engagement.
- Monitored testing and quality checks to ensure responsiveness across all devices.
- Assisted in deploying the application on GitHub Pages, ensuring it was production-ready.

PROJECTS

Vinayak tours - A Tour and Travel Website

- Coordinated the design, development, and launch of a responsive travel website.
- Managed project timelines, facilitated team collaboration, and ensured on-time delivery.
- Linked the platform with social media for increased engagement and deployed the site on GitHub Pages.
- Oversaw content creation, testing, and cross-device compatibility to enhance user experience.

Tomato - A food delivery application

- Planned and managed project timelines, coordinating with developers and designers.
- Conducted team meetings and communicated updates to stakeholders.
- Collaborated with restaurant partners for menu integration.
- Ensured responsive design and cross-platform compatibility through testing.
- Linked the platform to social media for better visibility.
- Supported deployment on GitHub Pages and monitored platform performance

EDUCATIONAL QUALIFICATIONS			
Name of Course	Year	School/College	Grade
B.Tech. (IT)	2025	ABES Engineering College, Ghaziabad	76.9%
Intermediate (CBSE)	2021	Dayawati Modi Academy, Meerut	77.8%
High School (CBSE)	2019	Dayawati Modi Academy, Meerut	84.83%

SKILLS

Technical Skills

- Project Management Tools:** Jira, Trello, Asana, Microsoft Project
- Documentation Tools:** Confluence, Notion, Microsoft Office (Word, Excel, PowerPoint), Google Workspace
- Collaboration Tools:** Slack, MS Teams, Zoom
- Version Control:** Git, GitHub
- Front-End Understanding:** React.js, HTML, CSS, JavaScript
- Data Management:** Excel (Advanced), Google Sheets
- Deployment & Hosting:** GitHub Pages, Netlify, Vercel

Soft Skills

- Communication & Interpersonal Skills:** Effective communication with team members and stakeholders.
- Time Management:** Prioritizing tasks and meeting deadlines efficiently.
- Problem Solving:** Identifying risks and implementing solutions promptly.
- Team Collaboration:** Coordinating with cross-functional teams smoothly.

- **Leadership:** Guiding project teams towards achieving project goals.
- **Attention to Detail:** Ensuring project accuracy and quality.
- **Adaptability:** Managing project changes and unexpected challenges flexibly.
- **Conflict Resolution:** Addressing project disputes and aligning team objectives.

CERTIFICATIONS

- Foundations of Project Management(Google, Coursera)
- Project Management(Great Learning)

ACHIEVEMENTS

Academics	<ul style="list-style-type: none"> • 7th rank in Project Exhibition organised by IEEE Student Branch in ABES college
Co-Curricular Activities	<ul style="list-style-type: none"> • Secured 1st rank in Basketball in Khel' 23, National level Sports Fest of SRM Institute of Science & Technology. • Second runner up in Basketball Zonal Level Sports Fest by AKTU. • Second runner up in Basketball in Sports Mela fest, Meerut.