

Shruti Sharma

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EDUCATION

Toronto Metropolitan University

Bachelor of Science in Computer Science, Honours (Co-op Program)

Toronto, ON

2019 – 2024

SKILLS & TOOLS

Project Management: Agile & Waterfall Methodologies, Product Roadmaps, MVP Scoping, Scheduling, Risk Mitigation

Technical Skills: Python, Java, SQL, React, HTML/CSS, Unix/Linux

Tools & Metrics: Google Analytics, Figma, Git, Notion, SharePoint, KPI Tracking, A/B Testing, Data Visualization

Collaboration & Leadership: Stakeholder Management, Cross-functional Teamwork, Product Demos, Project Coordination

WORK EXPERIENCE

Assistant Project Manager – Digital Services (Co-op)

Ontario Public Service

Toronto, ON

Sept 2023 – Jan 2024

- Led progress of 20+ infrastructure and digital projects, aligning technical roadmaps and stakeholder goals.
- Redesigned SharePoint site used by 100+ team members, improving accessibility and internal collaboration.
- Delivered strategic updates to executive leadership by translating delivery metrics and risks into actionable insights.
- Collaborated with engineers and analysts to remove blockers, streamline workflows, and accelerate delivery by 15%.
- Applied product thinking by tracking KPIs and milestones to identify risk mitigation strategies to meet project goals.

Project Coordinator (Co-op)

The Bay

Toronto, ON

May 2022 – Sept 2022

- Coordinated SFTP server migration project by developing timelines, supporting resource allocation, and ensuring alignment with roadmap objectives.
- Facilitated Agile ceremonies including daily standups and sprint reviews to ensure timely delivery of technical features.
- Authored QA documentation and test procedures, improving onboarding efficiency by 30%.
- Led cross-functional meetings with engineers, QA, and stakeholders to resolve roadblocks and align on priorities.
- Managed enhancements to return policy tools, reducing processing delays and improving user satisfaction.

Architecture Support Analyst (Co-op)

Ontario Public Service

Toronto, ON

Sept 2021 – May 2022

- Researched emerging tech to support digital strategy and long-term product vision.
- Created AODA-compliant reports and dashboards to ensure inclusive product design.
- Conducted policy gap analysis, identifying opportunities to enhance internal platforms and services.
- Worked with senior stakeholders to align roadmap decisions focusing on service improvement initiatives.

PROJECTS & CERTIFICATIONS

Google Project Management Certificate (Coursera) – In Progress (Expected Summer 2025)

Course

- Gaining hands-on training in agile methodologies, stakeholder communication, and product lifecycle management.

Statflix – JavaScript, React, PostgreSQL, Docker, TMDb API

Website

- Developed a full-stack analytics app for Netflix viewing data, defined KPIs and used smart caching to achieve 95%+ metadata match rate.
- Reduced API latency and improved user satisfaction by optimizing frontend and backend communication.
- Prioritized features based on usage insights and user feedback, applying lean product principles.

Student Marketplace – JavaScript, React, Java, Spring Boot

Website

- Built secure login, smart search, and notifications into a textbook exchange platform; increased user retention by 40% during pilot testing.
- Led MVP scoping and iterated on feature roadmap through continuous agile sprints and student feedback loops.