

Aisha Khan

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SUMMARY

Detail-oriented and passionate Entry Level Scrum Master with foundational experience in Agile methodologies. Proven ability to facilitate team collaboration, streamline processes, and enhance product delivery, resulting in improved project outcomes.

EXPERIENCE

Junior Scrum Master

Jun 2022 - Present

Tech Solutions Inc., Atlanta, GA

- Facilitated daily stand-ups and sprint planning sessions for 3 Agile teams, improving sprint completion rates by 25%.
- Implemented a new task tracking system using Jira, reducing project delivery time by 15%.
- Coached team members on Agile best practices, resulting in a 40% increase in team collaboration and productivity.

Agile Project Coordinator Intern

Jan 2021 - May 2022

Innovative Tech Corp., Atlanta, GA

- Assisted in managing Agile projects, contributing to the timely delivery of projects valued at over \$500,000.
- Conducted retrospective meetings that identified process improvements, enhancing team performance by 30%.
- Utilized Trello for project management, improving task visibility and accountability among team members.

Project Management Assistant

May 2019 - Dec 2020

Global Enterprises, Atlanta, GA

- Supported project managers in coordinating multiple projects, ensuring 100% compliance with deadlines.
- Developed comprehensive reports that tracked project progress, saving 10 hours of administrative work weekly.
- Engaged in stakeholder meetings to gather requirements and align project goals, leading to a 20% increase in client satisfaction.

EDUCATION

Bachelor of Science in Computer Science

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Agile Methodologies, Scrum Framework, Jira, Trello

Tools & Frameworks: Confluence, MS Office Suite, Slack