

# Swetha Veluri

## Assistant Managing Editor

+91-8689928069

✉ [veluriswetha@gmail.com](mailto:veluriswetha@gmail.com)

📍 Whitefield, Bangalore

in [www.linkedin.com/in/swetha-veluri](http://www.linkedin.com/in/swetha-veluri)

## Project Management

Methodologies

- Agile

Tools

- Microsoft Project
- Critical Path Method
- Gantt Chart

## Skills

Google Analytics



Microsoft Office Suite



Google Drive (Sheets, Docs)



## Key Achievements

Developed SOPs to streamline the process of onboarding external stakeholders which resulted in a reduction of 50% of the total onboarding time.

Supported over 20% of external stakeholders towards successful completion of the project within 2 years.

Corresponded with indexing agencies and implemented strategies to increase the project success rate by 50%.

Acknowledged for retention and onboarding of 10% of the total external stakeholders.

## Executive Education

**Executive Advanced Project Management Program (6 months)**

IIM Rohtak June 2022 – Ongoing

## Education

**M. Tech (Integrated) in Biotechnology**

D. Y. Patil University, Mumbai 2010 – 2015

## Work Experience

**Wolters Kluwer (Medknow and Lippincott Williams & Wilkins) 2019 – Present (3 years)**

Wolters Kluwer provides end-to-end publication services to over 500 medical journals, with the goal of registering these journals with major indexing bodies.

### Assistant Managing Editor

- Conducted a gap analysis for external stakeholders and created a plan to close the gap, after understanding their expectations and their current state.
- Developed a project performance indicator and, using Google Analytics statistics, highlighted areas for improvement to other external stakeholders.
- Developed over 200 reports to track project performance using Google Analytics.
- Identified and mitigated potential barriers to manage the Project Life Cycle and meet deadlines.
- Drove regular meetings with internal and external stakeholders to brainstorm ideas and address issues.
- Gained expertise in conflict management while handling stakeholder complaints
- Developed and maintained ties with over 100 external stakeholders to collect exit feedback, identify and address problems, and ensure stakeholder business with the organization.
- Consulted international teams in APAC and NA regions regarding indexing process.
- Collaborated with department heads and cross-functional teams to address a wide range of requirements.
- Restructured internal team communication flow across 3 business functions to improve customer satisfaction which cut down customer attrition by 10%.
- Partnered with the web development team to optimize processes and add new features to the website.

**Thadomal Shahani Centre for Management 2019 – 2019 (6 months)**

Thadomal Shahani Centre for Management is an international institute that provides management training.

### Instructional Designer

- Created, edited, and reviewed web content and newsletters with maximum accuracy and minimum delivery time.

**Praxis Interactive Services LTD 2015 – 2019 (4 years)**

Praxis Interactive Services collaborates with content providers and education technology to create standards-aligned, mobile-optimized learning products.

### Instructional Writer

- Led a team of 10 writers and reviewed and edited content for accuracy.
- Facilitated subject matter experts and a team of 3 experienced peers to understand the sector's intricacies.

## Internship

**IPCA Laboratories Limited 2015 – 2015 (6 months)**

A consumer-led global pharmaceutical company.

### Intern

- Worked closely with Senior Management and a team of 3 experienced peers to understand the nitty-gritty of the pharmaceutical industry.