

# DIPTI RAZDAN

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## CAREER PROFILE

Accomplished Product Manager and E-learning specialist with over a decade of experience in developing and delivering effective training programs and educational content. Adept at creating innovative educational solutions that cater to diverse learning needs and environments. Skilled in data-driven decision-making, using analytics and insights from behavioral and transactional data to inform strategic planning and improve product outcomes. Proven track record in managing the complete product lifecycle, from ideation to launch, ensuring timely and successful delivery of educational products. Highly effective in fostering cross-functional collaboration, building and maintaining strong relationships with stakeholders, and driving community engagement. Committed to continuous improvement and leveraging data to enhance user experiences and achieve strategic goals.

## RELEVANT SKILLS

Web Development	(HTML, CSS, JavaScript, MongoDB, React, MERN)
Machine Learning and Artificial Intelligence	(Python, Neural Network, TensorFlow, scikit-learn)
Data Science	(Data manipulation, visualization, statistical analysis)
Product Management	(Product lifecycle management, strategic planning)
Agile Methodologies	(Scrum, Kanban)
Customer Success	(Customer relationship management)
Data Analysis and Interpretation	(Jupyter Notebook, Google Collab)
SQL and Databases	(SQL Lite, Robo 3T, Insomnia)
Interpersonal Skills	(Communication, collaboration, empathy)

## EXPERIENCE

<b>Program Manager</b> <i>Concordia University Bootcamps</i>	<b>Aug 2022 – Jan 2024</b> <i>Canada (Remote)</i>
<ul style="list-style-type: none"><li>Developed and executed a clear data strategy to address various data needs, leveraging behavioral and transactional data to enhance product performance.</li><li>Conducted data-driven research to gain insights, set clear objectives, and establish milestones aligned with strategic goals.</li><li>Collaborated with product line leads and managers to define and monitor key business and product success metrics, advocating for data-informed improvements.</li><li>Facilitated cross-functional collaboration with different teams to achieve shared objectives and promote cohesion.</li><li>Managed product lifecycle from ideation to launch, ensuring timely and successful delivery of educational products.</li><li>Conducted needs assessments and developed business cases to secure funding for new initiatives.</li><li>Built and maintained deep relationships with customers and stakeholders, identifying opportunities for new product development and sales.</li></ul>	
<b>Web Development Instructor</b> <i>Concordia Bootcamps</i>	<b>Jan 2022 – Aug 2022</b> <i>Canada (Remote)</i>
<ul style="list-style-type: none"><li>Collaborated with Lead and other instructors to develop relevant content for effective learning.</li><li>Utilized student feedback to continuously improve bootcamp quality and implement Agile practices.</li></ul>	
<b>Python Subject Matter Expert / L&amp;D Manager</b> <i>Summit2</i>	<b>Feb 2022 – Mar 2022</b> <i>Canada (Remote)</i>
<ul style="list-style-type: none"><li>Designed and developed a comprehensive online course for Python Programming for Beginners in Cyber Security, catering to adult learners in an Agile Environment.</li><li>Fostered inclusivity by making the course content accessible and understandable for learners with diverse backgrounds and skill levels.</li><li>Developed and executed success plans to achieve desired outcomes for customers.</li><li>Tracked and measured client results and progress using relevant metrics, applying Agile Release Train (ART) Metrics</li></ul>	
<b>Program &amp; Designing Manager – Coding</b> <i>Hippocampus</i>	<b>Aug 2020 – Mar 2021</b> <i>Canada (Remote)</i>
<ul style="list-style-type: none"><li>Designed developed and managed an online course, ensuring its smooth implementation and delivery</li></ul>	

- Created visually appealing assets, graphics, coding exercises and presentations to enhance the learning experience for beginners in coding
- Act as a coach and mentor, providing guidance and support to students as they progressed through the course
- Updated and maintained curriculum materials such as slide, problem sets, documentation and projects to ensure their relevance and effectiveness

#### **Applied Technology Teacher – Electrical**

**Aug 2011 – Jul 2014**

*Institute of Applied Technology*

*Abu Dhabi, UAE*

- Taught both theoretical and practical aspects of various electrical engineering subjects, including Electric Circuits, Electric Machines, Analog & Digital Electronics, Electrical Fundamentals, and Electrical Installation
- Created tests and assignments to assess student knowledge and understanding of coursework and lecture materials.
- Encouraged and supported students in developing project topics by offering suggestions and helping them identify appropriate research sources
- Used PowerPoint to develop visual, feature-rich presentations to engage students and enhance the learning experience

#### **Lecturer – Electronics and Communication Engineering**

**Sept 2006 – Oct 2010**

*Chandigarh Engineering College*

*Punjab, India*

- Instructed students in the theory and practical aspects of Object-Oriented Programming in C++, Digital Communication, Microprocessor System, Cellular & Mobile Communication and Robotics
- Developed and administered tests and assignments to evaluate student understanding of coursework and lecture materials
- Used PowerPoint to develop visual, feature-rich presentations to engage students and enhance the learning experience
- In charge of creating and managing the timetable for students, ensuring an optimal balance of instructional time, hands-on coding sessions, and breaks

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### **CERTIFICATIONS**

**Artificial Intelligence Fundamentals**

IBM

**Data Analysis with Python**

FreeCodeCamp

**Data Analyst Profession Certificate(V2)**

Coursera

**Databases and SQL for Data Science**

Coursera

**Google Advanced Data Analysis**

Google Learning (Coursera)

**Google Project Management**

Google Learning (Coursera)

**The Complete Train the Trainer Bootcamp**

Udemy

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### **EDUCATION**

**Data Science Bootcamp Certificate**

**Oct 2023 – May 2024**

- Concordia University

Canada

**Full Stack Web Development Certificate**

**Feb 2021 – Aug 2021**

- Carleton University

Canada

**Masters in Microelectronics Engineering**

**Feb 2013 – Jan 2015**

- Birla Institute of Technology and Science

Dubai, UAE

**Bachelors in Electronics and Communication Engineering**

**Aug 2002 – Jul 2006**

- Chandigarh Engineering College

Punjab, India

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