

Sandhya Kothandapani

PROJECT COORDINATOR — Project Scheduling, Microsoft Excel, & Asana

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SKILLS

- **Project Coordination:** Task tracking, calendar sync, meeting logs, Teams collaboration, file versioning.
- **Microsoft Excel:** Data entry, formulas, pivot tables, Gantt charts, timeline tracking, validation rules.
- **Asana & Trello:** Task boards, project views, automation rules, deadline flags, Slack linking, status checklists.
- **Document Control:** File indexing, version history, permission tags, SharePoint, OneDrive, metadata mapping.

WORK EXPERIENCE

Project Coordinator

November 2022 – September 2024

Potential Power Techniques Private Limited

India

- Aligned project timelines with deliverables by tracking dependencies using Excel, Teams, and MS Project, reducing missed deadlines by 20%; leveraged task tracking, calendar view, baseline charts, and resource loading.
- Monitored equipment, material, and workforce allocation via Google Sheets and Trello, improving resource utilization by 25%; integrated inventory logs, task boards, workload planner, asset sheets, and daily trackers.
- Prepared weekly cost reports and variance charts using Excel dashboards, ensuring 98% financial reporting accuracy across departments; incorporated budget trackers, data validation, trend graphs, and VLOOKUP.
- Scheduled cross-functional meetings, documented MoMs, followed up via Outlook, Teams, increasing team accountability by 30%; coordinated calendars, task assignments, planner boards, schedulers & agenda notes.
- Directed stakeholder queries with documented responses, reporting templates, reducing email resolution by 35%; supported through status reports, inquiry trackers, follow-up logs, SLA checklists, and ticketing systems.
- Maintained structured document storage via SharePoint and cloud folders, cutting retrieval time by 40%; implemented metadata tagging, version history, communal libraries, naming conventions and retention policies.
- Tracked project progress and risk status via Gantt charts and ensuring early identification of delays and issues; reduced project overrun risk by 28% through escalation, issue matrix, milestone tracker, and RAID logs.
- Coordinated vendor communications and procurement timelines using email trackers, procurement sheets; accelerated supply delivery schedules by 20% for time-sensitive tasks, PO logs, delivery schedules & supplier tracker.
- Created standardized reporting templates and linked drive structures for weekly project updates; improved reporting consistency and stakeholder clarity by 35% across departments using dashboards & reporting calendars.

ML-Data Associate

January 2020 – November 2022

Amazon Development Centre

India

- Evaluated ML datasets, model outputs using annotation tools, boosting model accuracy by 18% in final test sets; applied labeling guidelines, data classifiers, tagging protocols, audit logs, batch review & annotation schema.
- Optimized data pipelines by identifying process gaps, reducing data processing time by 22% through workflow redesign; integrated error logs, task schedulers, process maps, automation rules, workflow triggers & data queues.
- Logged and tracked data changes using internal dashboards, QC tools, achieving 99.5% data integrity in reports; abetted audit trails, version history, review matrix, accuracy sheets, approval chain and metadata tags.
- Conducted weekly quality checks with Jira tracking and feedback loops, reducing error rates in annotations by 15%; utilized validation scripts, QA dashboards, test batches, review flags, annotation validator, and bug tracker.
- Flagged anomalies and escalated inconsistencies using SOP workflows, improving issue resolution speed by 30%; followed deviation logs, feedback forms, quality matrix, exception handler, escalation flow, and root cause tracker.
- Collaborated with global teams on data coverage analysis using Excel and shared drives, increasing labeling output by 20%; shared insights through pivot tables, sync meetings, review docs, coverage stats, and dashboards.
- Built and maintained structured annotation templates for collective project types, consistency across data sets; reduced rework incidents by 25% using schema libraries, format checkers, label dictionaries & task templates.
- Reviewed flagged data entries and led peer audits for batch quality validation, achieving 96% first-pass accuracy; supported by audit trails, peer review logs, checklist reviews, error categories, and approval dashboards.
- Standardized documentation for model training edge cases, annotation exceptions, decreasing query resolution delays by 35%; included use of annotation playbooks, exception catalogs, SOP trackers, FAQs & guidebook.

EDUCATION

M.S. in Project Management

Northeastern University, Toronto

January 2025 – Present

M.Tech in Structural Engineering

SRM University, India

May 2018 – May 2020

B.E. in Civil Engineering

Anna University, India

July 2012- May 2016