

KAVYA SREE

PROJECT MANAGER - Project Planning, Risk Management & Biotech Project Delivery

✉ kavyasreemurthy@gmail.com

☎ (+1) 905-745-7134

📍 [Ontario](#)

in [LinkedIn](#)

SKILLS

- **Project Management:** Project planning, timeline tracking, milestone monitoring, resource allocation
- **Technical Tools:** MS Project, MS Excel for data analysis, reporting, dashboards, PyCharm for automation
- **Reporting & Documentation:** Status reporting, SOP creation, technical data recording, documentation
- **Risk & Compliance:** Risk identification, mitigation planning, QA/QC compliance, policy implementation
- **Process Optimization:** Workflow mapping, process improvement, budget tracking, statistical analysis
- **Laboratory Skills:** SDS-PAGE, DNA amplification, protein extraction, PCR primer design, chromatography

WORK EXPERIENCE

Director-at-Large

Mohawk Students' Association (MSA)

April 2025 – Present

Ontario

- Formulated and presented student-focused policy recommendations to the board using committee data & academic reports, enabling deployment of enhanced mental health programs reaching 5K+ students campus-wide.
- Coordinated interdepartmental collaboration to improve access to wellness services and equity initiatives, raising student participation in academic support programs by 18% over the semester via structured outreach.
- Allocated budgets, reviewed project proposals, and managed resources for student advocacy campaigns, achieving rollout of a new multi-departmental feedback system that collected over 2,500 actionable student responses.
- Directed committee objectives and stakeholder communications to align institutional priorities with needs, monitoring implementation via progress dashboards, which boosted follow-through rates on initiatives by 22%.
- Evaluated historical student engagement data and feedback across committees, generating analytical reports that identified 4 service gaps and informed the launch of two new student programs, increasing overall participation.

Research Associate

Fertis India Pvt. Ltd.

July 2022 – October 2023

India

- Engineered microbial strains using cloning, gene expression, and plasmid vector systems for targeted R&D projects, boosting experimental success by 20% and accelerating timelines for formulation and validation phases.
- Purified and analyzed proteins through chromatography and centrifugation techniques, validating yield and integrity via SDS-PAGE, achieving 95% reproducibility across 50+ protein expression experiments.
- Designed PCR primers and executed DNA amplification workflows for gene identification and sequencing, reducing sequencing errors by 12% and contributing to accelerated data acquisition for functional genomics projects.
- Assessed laboratory operations including SOP documentation, equipment calibration, and process alignment, supporting 8+ concurrent projects and ensuring compliance for internal audits and research evaluations.
- Trained and supervised a Jr Research Associate in microbial culturing, gel preparation, protein extraction, and analytical staining, improving lab throughput by 25% and ensuring consistency across 30+ experimental runs.

Research Trainee – Biotechnology Lab

University of Hyderabad (Central University)

February 2022 – May 2022

India

- Investigated effects of Kunitz and Bowman-Birk protease inhibitors from wild pigeon pea on Lepidopteran midgut enzymes, measuring IC_{50} and enzyme kinetics to support predictive modeling for integrated pest management.
- Isolated midgut enzymes and prepared inhibitor-enriched artificial feed for bio assays, optimizing reaction conditions and increasing reproducibility of enzyme inhibition results by 30% across different replicates.
- Calibrated instruments, quantified protein concentrations, and analyzed enzymatic activity using spectrophotometric methods, generating high-fidelity datasets supporting publication-level experimental documentation.
- Assessed research workflow with ICRISAT-provided plant materials and internal lab schedules, aligning experimental timelines with project deliverables and achieving 90% completion of planned assay cycles.
- Documented experimental protocols and raw datasets for reproducibility, integrating enzyme activity and inhibition results into structured lab notebooks, which enhanced accuracy by 28% for data analysis and reporting.

ADDITIONAL EXPERIENCE

Front-end Cashier

No Frills

September 2024 – July 2025

Ontario

- Processed over 50 high-volume customer transactions per shift using POS systems, recording data with accuracy for EOD reconciliation and reducing transaction errors through workflow optimization and checklist verification.
- Coordinated inventory audits, shelf replenishment, and product labelling schedules across 20+ sections, aligning team tasks and reducing stock discrepancies by 18% while ensuring uninterrupted customer service experience.
- Monitored store front-end operations including cleanliness, safety checks, and shift transitions, implementing task tracking logs that improved compliance adherence by 25% and streamlined daily operational reporting.

Customer Service Representative

Baskin Robbins

May 2024 – October 2024

Ontario

- Monitored freezer temperatures and product consistency for 50+ items per shift, logging deviations and implementing corrective actions that aligned with food quality standards & compliance across peak operating hours.
- Managed high-volume order processing during peak hours while coordinating team efforts, reducing average customer wait time by 15% and ensuring uninterrupted service flow via task scheduling and workflow alignment.
- Trained and delegated tasks to 4 new team members on customer service protocols, safe handling procedures, and daily operations, tracking progress through checklists that improved onboarding efficiency by 20%.

EDUCATION

Postgraduate Certificate – Digital Health

Mohawk College, Ontario

January 2025

Postgraduate Certificate – Project Management

Sheridan College, Ontario

May 2024 – December 2024

Master of Science - Microbiology, Molecular Biology

Bharathidasan University (BDU), India

September 2020 – May 2022

Bachelor of Science - Life Sciences

St. Pious X Degree and P.G College for Women, India

June 2017 – April 2020

CERTIFICATIONS

- **PMI Project Management for Beginners** – Skill Stride
- **Management Foundations** – Levan Institute
- **Medical Coding** – Medi Converge Institute
- **Microsoft Excel Essential** – Q-Spiders

ACHIEVEMENTS

- **R&D Excellence Award** – Team contributor for completion of key phases in the milk protein project.
- **Executive Member** – Board of Students, St. Pious X Degree and P.G College, India.