AMEET JANI

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EDUCATION

University of Houston   Jack J. Valenti School of Communication   **Dec 2013**
Major: Bachelor of Arts, Advertising

C. T. Bauer College of Business
Minor: Certification, Corporate Entrepreneurship

EXPERIENCE

eBay – *Senior Design Program Manager, Gen AI, Fashion and eBay Live*   **July 2023 – Present**

- I am the owner of the design team backlog, successfully managing an average of 15 projects per quarter through release planning, stand-ups, sprint planning, retrospectives, and other Agile ceremonies.
- I attended and facilitated over 100 stand-up meetings and 40 sprint planning sessions to ensure alignment and progress.
- Tracked and reported on all major project milestones and deliverables for a portfolio of approximately 60 projects annually.
- Organized, attended, and documented over 50 meetings and recaps per month to ensure clear communication and effective follow-ups.
- Created an intake process document that streamlined the submission and handling of new projects, reducing project initiation time by 30%.
- I oversee the allocation of design resources across 20 active projects, maintaining optimal team utilization rates between 85% and 95%.
- Identified project risks proactively in 90% of projects and implemented 3 risk mitigation techniques to minimize issues.
- Demonstrated the ability to handle project ambiguity, leading delivery teams to identify creative solutions that improved project outcomes by 15%.
- Scheduled and managed team meetings, reducing meeting time by 20% while communicating assignments to ensure 98% on-time project delivery.
- Organized and ran a Gen AI Workshop that increased AI tool adoption among the design team by 50%.
- Supported the design team in implementing standards and design guidelines, contributing to a 40% increase in design consistency.
- Prepared management reporting on a weekly/monthly basis, providing insights that led to a 10% improvement in project health and financial efficiency.
- I created a critique panel for the core team, which elevated design quality and resulted in 35% more designs being approved upon first review.
- Established partnerships with product and technology organizations, including 3rd party vendors, to drive end-to-end execution, resulting in 20% faster project completion times.

Indeed – *Program Manager III, Global UX Operations and SMB UX Leadership Team*   **May 2021 – April 2023**

- Planned and managed large programs consisting of multiple complex projects.
- Drove the delivery of project work through project managers who were working on related programs.
- Led the definition, design, and rollout of new programs or strategic initiatives.
- Drove work to align with business goals and outcomes by partnering with the program sponsor and stakeholders to define the program OKRs and roadmap.
- Leveraged change management best practices to ensure the successful adoption of strategic initiatives.
- Led program reviews with stakeholders and senior leadership to drive alignment and specific outcomes.
- Created stakeholder-facing metrics, weekly executive summaries, and reporting.
- Applied analysis based on in-depth research and interpretive thinking. Evaluated and recommended solutions based on various options.
- Collaborated across Indeed with stakeholders and other project and program managers.
- Anticipated and mitigated risk by conducting assessments across the program to determine if the implementation plans met stakeholder requirements and would achieve strategic objectives.
- Mentored other junior program and project managers to refine their individual project management skills and behaviors. Provided opportunities for others to help close their skill gaps.
- Assisted in recruitment and provided input to hiring decisions.

Apple – *Program Manager, Digital Channel*   **April 2021 – May 2021**

- In a focused 1-month project, supported the global sales teams by delivering eCommerce content and product data for the launch of a new product, which involved setting up 50+ individual SKUs, validating 100+ pieces of content, and structuring 200+ digital assets for optimal online presentation.

- Coordinated with a team of 3 data engineers and 1 content specialist to rapidly address and resolve 75 distinct content issues, improving the accuracy and quality of product information using Apple's proprietary internal tools.
- Managed the end-to-end launch process for the new product, successfully onboarding 4 sales teams to Apple's internal tools, resulting in a seamless transition and 100% adoption rate within the first two weeks of project initiation.
- Implemented Agile methodologies to track the development rollout, utilizing Kanban boards to monitor progress and employing project management tools such as iMessages (chat) to coordinate activities, which led to a 95% on-target completion rate for all scheduled tasks.

Meta – *New Products, Program Manager*　　　　　　　　　　　　　　　　　**September 2019 - April 2021**
- Managed and grew a product solutions portfolio across 2 key verticals, resulting in a 25% acceleration of global sales growth over a 12-month period.
- Collaborated with cross-functional partners, including product marketing, product owners, data science, and engineering teams, to successfully launch and monitor over 30 test campaigns, improving product-market fit by 15%.
- Analyzed over 50 test results, leading to the implementation of 10 key product changes that enhanced user experience and increased conversion rates by 20%.
- Effectively communicated insights from data analysis to 6 cross-functional teams, influencing the development of 4 multi-faceted solutions that resolved 12 identified marketing funnel bottlenecks.
- Led 10 stakeholder updates and 2 troubleshooting sessions with vertical product marketing teams, reducing issue resolution time by 30% during testing phases.
- Facilitated over 40 meetings and discussions, ensuring project alignment and documentation of 25 key decisions, which contributed to a 35% improvement in project delivery efficiency.
- Drove the on-time delivery of 15 1-6-month-long projects, enhancing team productivity by 25% and delivering 10% above the targeted project outcomes.
- Leveraged insights from Meta's Collaborative Ads case studies to recruit and onboard 10 new retail partners, increasing online sales by 30% and offline sales by 20% for participating brands.
- Applied best practices from Omnichannel CAPI case studies to integrate offline and online data for 15 brands, resulting in a 10% improvement in ad attribution accuracy and a 35% increase in return on ad spend (saw 8X ROAS).

R/GA – *Producer*　　　　　　　　　　　　　　　　　　　　　　　**April 2016 - August 2019**
- Specified the projects' methodology and scope (OKRs, deliverables, schedule, and budget $3 million+).
- Assured prompt, cost-effective, and high-quality delivery of all project deliverables.
- Acting as the main point of contact with the client, I managed expectations and defined the project's vision.
- Used task lists, issue tracking, status reports, and meeting notes to keep projects on schedule.
- I successfully organized the presentation of creative work and ran meetings and conference calls.
- Communicated project progress, issues, and resolutions to the client and internal team.
- Managed third-party vendors.

ADDITIONAL INFORMATION

Business Skills: A/B Testing, AI, Agile Management, Waterfall Management, Communication, Data Interpretation, Account Management, Business Development, Cross-functional (XFN) Team Leadership, Customer Service, Digital Marketing, Team Alignment, Critical Thinking, Leadership, Hypothesis Development, Kanban, Facebook Marketing, New Product Rollout, Customer-Focused Selling, Enterprise Marketing, B2B, Creative Ideation, Gen AI, High Performance Teams, Analytical Skills, Product Requirements, Product Ideation, Problem Solving, Sales, Vision Planning, Timeline Planning, Executive Communication, Product Development, PMP, Scrum, ML Product Development, AI Product Development, Product Development Lifecycle, Customer Satisfaction Surveys, Survey Development, Process Automation, Product Risk Mitigation, Program Management, Project, Management, Project Planning, Persona Development, and End-User Training.

Technical Skills: Excel, SQL, Data Analysis, Powerpoint/Keynote, Prompting, Photoshop, Illustrator, InDesign, Dreamweaver, JIRA, Asana, Trello, Confluence, Figma, Miro, SVN, SEO/SEM, Google Analytics/Adwords, Salesforce, marketing automation systems (Pardot/MailChimp), CSAT (Qualtrics), social media management (Hootsuite/Sprinklr), and advertising platforms for Facebook/LinkedIn/X/TikTok. Working knowledge of HTML, CSS, and R.

Languages: Fluent in Gujarati/Hindi. Basic Knowledge/Conversational in Spanish.

Interests: Movies, foodie, hip-hop, soccer, traveling, and new/emerging tech.

Work Eligibility: Eligible to work in the U.S. with no restriction (sponsorship will never be needed).

RECOMMENDATIONS
- "Ameet and I worked closely at Indeed, where he was an outstanding program manager for a huge, extremely complex companywide initiative. He was organized, and thorough, and found a polite but firm way to hold others accountable to make sure projects ran on time, on budget. He was always a positive, affable presence in meetings and in general was a real joy to work with. I strong recommend him and think he would be an exceptional addition to any team."

- Greg Powell, *Sr. Dir at Indeed*
- "Ameet brings a nice mix of levity and very hard work to his role as producer. He helped support my team on a very complicated pitch that required all sorts of miscellaneous requests and things to put into action, follow up on, and simply make it happen. Ameet impressed me with an always-on, always-able and always-willing attitude to support us in any way we needed and proved he was a very capable, safe pair of hands no matter what we threw his way!"
    - David Pitts, *Managing Director at R/GA*
- "I worked with Ameet at Havas when he was an associate producer. He is a passionate, thoughtful, strategic, and fun person to be around. He's someone who will get the job done and will bring up the spirits of even the most burnt-out team."
    - Adam Zion, *Sr. Producer, Havas*

For more recommendations, please see my LinkedIn profile: https://www.linkedin.com/in/agjani/. References are available upon request.