

VAISHNAVIE SURESH

+1 7472449667 | sureshvaishnavie@gmail.com | <https://www.linkedin.com/in/vaishnavie-suresh/>

SUMMARY

Versatile Product and Operations Manager with a background in engineering management and hands-on experience in early-stage environments. Skilled in building scalable systems, streamlining workflows, and driving cross-functional collaboration. Adept at aligning product operations with people and process strategy to enhance team performance, improve user experience, and support sustainable growth.

SKILLS

Technical Proficiencies: Notion, Airtable, JIRA, Trello, GitHub, Zapier, Power BI, Tableau, Minitab, Excel (Pivot Tables, VLOOKUP), Google Sheets, Streamlit, Lucidchart, Basic SQL querying.

Methodologies & Frameworks: Agile Product Operations, Lean Manufacturing, Six Sigma (DMAIC), PDCA, Total Quality Management (TQM), Value Stream Mapping, Work Breakdown Structure (WBS), Resource Allocation Techniques, ERP Systems.

People Ops & HR Skills: Onboarding/Offboarding, SOPs, Employee Experience, Communication, HR Compliance, Records Management, Feedback Cycles, HRIS tools (Just works, Lattice, Greenhouse).

Product & Operations Core Competencies: Product Feedback, Road mapping, Launch Execution, Process Optimization, Workflow Automation, Operational Scaling, Project Management, Cross-Functional Collaboration, Data Reporting, Continuous Improvement, QA.

PROFESSIONAL EXPERIENCE

Operations Manager | SquareResults | Scottsdale, AZ

Sep 2024- Present

- Reduced operating costs by 11% by leading cross-functional budget planning and resource optimization across departments, introducing cost-control procedures tailored to the needs of an early-stage startup.
- Accelerated onboarding by 30% and improved release cadence by 15% by building and standardizing SOPs for onboarding, testing, and GTM workflows using Notion and Airtable across distributed teams.
- Developed internal dashboards in Excel, Google Sheets, and Notion to monitor engagement, churn signals, and workforce metrics, enabling faster, data-driven decisions for leadership.
- Managed 3 to 5 concurrent operations and analytics projects, aligning stakeholders, coordinating deliverables, and maintaining velocity through centralized planning in a high-growth, ambiguous environment.
- Enhanced team experience and engagement by automating People Ops workflows, leading employee feedback loops, and supporting multi-state compliance and recognition initiatives.

Associate Operation Analyst | Autonomy Research Center for STEAHM | Northridge, CA

Nov 2023 – May 2024

(NASA-Sponsored Center)

- Reduced turnaround time by 25% by mapping internal workflows in Airtable and driving a cross-functional process optimization initiative that improved collaboration across research and admin teams.
- Coordinated logistics for high-visibility events, managing vendor communications, equipment setup, and inventory planning using Excel and Google Sheets, resulting in 10% lower operational costs.
- Led onboarding and offboarding workflows for research associates, creating access protocols, checklists, and documentation systems that enhanced compliance, knowledge transfer, and team readiness.

Operations Coordinator – Education, Volunteer | Kumon | Los Angeles, CA

Sep 2022 – Feb 2024

- Improved student performance by 15% over six months by implementing personalized instructional strategies in reading and math for diverse age groups, with real-time feedback and progress tracking.
- Reduced project turnaround time by 20% by streamlining filing systems, optimizing data entry processes, and orchestrating task delegation across five active projects while supporting ten successful educational events.
- Accelerated educator ramp-up by designing tailored learning plans based on individual strengths, enabling new team members to meet performance goals within two months and align with departmental objectives.

PROJECTS

Human-Centered AI Workflow Optimization | Self-Initiated Product | Lucidchart, Workflow Mapping

2025

- Initiated this project to explore how AI can reduce operational overload and improve employee experience by identifying task bottlenecks and fatigue risks.
- Built a modular workflow using Lucidchart integrating automation, personalization, and real-time feedback loops to resolve both backend and UX pain points.
- Delivered a clear, human-centered workflow that enhanced operational visibility, improved system usability, streamlined onboarding, and supported better adoption through intuitive UI design and progress feedback.

Human-Aware Operations Assistant | Self-Initiated Product | Python, Streamlit

2025

- Designed and built a lightweight internal tool to help managers identify team overload and fatigue by analyzing simple CSV/Excel data, solving a critical blind spot in traditional operations and people management systems.
- Developed a user-friendly web app using Python and Streamlit that enables task uploads, flags high-risk workloads based on task duration and fatigue score, and provides clear, actionable recommendations with no login or setup required.
- Improved operational awareness and decision-making by simulating data for 100+ employees, laying the groundwork for predictive insights, task reassignment, and scalable AI-driven people-first workforce planning.

EDUCATION

Masters in Science in Engineering/Industrial Management

California State University Northridge, CA, USA

(Subjects: Operation Management, Lean Manufacturing, Supply Chain, Six Sigma, Quality Management, Leadership, Entrepreneurship, & Sustainability)