ANITHA REDDY VUSTELA

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Work Status: Legally eligible to work full-time in Canada *(No sponsorship required)*

PROFILE SUMMARY

Project management professional with experience coordinating multidisciplinary projects and consulting assignments across infrastructure, real estate, business development, municipal programs, and environmental planning. Experienced in supporting the full project lifecycle, including opportunity assessment, project initiation, requirements gathering, scope definition, work planning, scheduling, execution coordination, performance monitoring, and project handover. Skilled in developing feasibility assessments and business cases, coordinating cross-functional teams and consultants, managing project documentation, monitoring risks and dependencies, supporting procurement and competitive bids, and communicating progress to clients and senior leadership. Familiar with predictive project management, Agile practices, and hybrid delivery approaches, using MS Project, Smartsheet, Jira, monday.com, and Advanced Excel to organize activities and monitor deliverables. Holds a Canadian Post-Graduate Certificate in Project Management and a Master of Planning in Environmental Planning. Seeking Project Coordinator, Assistant Project Manager, PMO, and Junior Project Manager opportunities.

CORE COMPETENCIES

- Project Initiation & Planning: Requirements Gathering | Scope Definition | Project Feasibility | Business Cases | Work Breakdown Structures | Gantt Charts | Schedule Development | Milestone Planning
- Project Execution & Controls: Project Coordination | Deliverable Management | Progress Monitoring | Schedule Tracking | Risk & Issue Management | Dependency Tracking | Quality Reviews | Change & Handover Coordination
- Stakeholder & Commercial Management: Client Engagement | Cross-functional Collaboration | Government Liaison | Consultant & Vendor Coordination | RFP/RFQ Management | Tender Preparation | Bid Evaluation | Negotiation Support
- Reporting & Documentation: Project Status Reports | Management Presentations | Technical Documentation | Executive Summaries | Performance Tracking | Project Records
- Tools & Methodologies: MS Project | Smartsheet | Jira | monday.com | Advanced Excel | PowerPoint | QGIS | ArcGIS | AutoCAD | Predictive Project Management | Agile Practices | Hybrid Project Delivery

PROFESSIONAL EXPERIENCE

Project Coordinator & GIS Analyst, **February 2026-Current**
FREELANCE PLANNING ASSISTANT **Ottawa, ON (Remote)**

- Prepare technical sections of an Environmental Assessment (EA) report for a municipal landfill project, consolidating baseline environmental information and regulatory requirements into structured project documentation.
- Develop GIS thematic maps and spatial constraint layers covering site boundaries, buffer zones, nearby surface water, and surrounding land uses using QGIS and ArcGIS to support technical assessments and project reviews.
- Analyze secondary environmental datasets, including groundwater indicators, soil characteristics, and estimated waste volumes, documenting site constraints, potential impacts, and mitigation considerations for consultant review.
- Conduct regulatory and technical research on municipal solid waste management practices, maintaining supporting records and source documentation to strengthen the completeness and traceability of project inputs.
- Apply Agile-informed coordination practices using Jira and monday.com to organize assigned activities, monitor work progress, and manage document and analysis deliverables through review cycles.

Planning Lead / Project Manager (Volunteer) **April 2025 – January 2026**
LANDSEED **Ottawa, ON**

Projects: Tay Ridge Development & Tiny Home Master Plan (Perth, Ontario)

- Coordinated project initiation and feasibility assessments for residential and tiny-home development proposals, translating development objectives into preliminary project requirements, scope considerations, and implementation options.
- Evaluated site conditions, land use, infrastructure servicing, and regulatory requirements under the Ontario Planning Act, Tay Valley Official Plan, zoning by-laws, and PPS 2024 to identify development constraints and inform project decisions.
- Developed project work plans, Gantt charts, milestone schedules, and deliverable trackers using MS Project and Smartsheet, establishing activity sequences, dependencies, and anticipated completion timelines.
- Integrated Agile practices through Jira and monday.com to manage task assignments, monitor iterative work, and incorporate review feedback alongside established project schedules.
- Produced feasibility reports, executive summaries, GIS-based site layouts, spatial analysis, and technical presentations using QGIS and AutoCAD to support development proposals and management decisions.
- Identified regulatory, environmental, and servicing risks and presented feasibility findings and recommendations to support subsequent approval, funding, and development considerations.

Business Development Manager, (Planning & Infrastructure Dept) **October 2019 – December 2023**
G GROUP **Bangalore, India**

- Managed a portfolio of land development and commercial opportunities, progressing assignments from initial opportunity identification and client requirements through feasibility assessment, proposal development, and commercial discussions.
- Conducted greenfield and brownfield due diligence for residential, commercial, and retail developments, evaluating zoning, site access, infrastructure servicing, market conditions, and development constraints to inform investment and go/no-go decisions.
- Developed and maintained relationships with property owners, investors, corporate clients, consultants, and municipal representatives to identify opportunities, clarify project requirements, and facilitate commercial discussions.
- Coordinated parallel feasibility assessments, market research, technical inputs, and proposal submissions, prioritizing activities across multiple business development opportunities.
- Prepared business cases, feasibility reports, RFP responses, commercial proposals, and executive presentations, translating technical assessments and market findings into actionable recommendations.
- Supported lease and property acquisition negotiations by coordinating commercial information, stakeholder communications, and agreement discussions to advance prospective transactions.

Manager – Infrastructure & Environment **March 2018 – October 2019**
VITYA CONSULTANTS PVT. LTD. **Hyderabad, India**

- Coordinated multidisciplinary infrastructure consulting assignments, aligning client requirements, technical workstreams, resource inputs, and project documentation to support proposal development and consulting deliverables.
- Led infrastructure gap assessments across 30 municipalities, organizing field assessments and technical inputs for Detailed Project Reports (DPRs) covering sewerage and stormwater drainage systems.
- Coordinated GIS specialists and technical contributors in preparing land-use mapping, environmental assessment inputs, digital elevation models, terrain analysis, and supporting infrastructure recommendations.
- Managed end-to-end tender and competitive proposal activities, including RFP interpretation, bid preparation, technical submissions, partner and joint-venture coordination, pre-bid consultations, and Go/No-Go assessment support.
- Contributed to successful government and international competitive bids funded by multilateral organizations, including the World Bank and Asian Development Bank.
- Coordinated site inspections, technical reviews, and client presentations with municipal authorities, funding agencies, and consulting partners; reported directly to the Managing Director.

- Reviewed bid documentation and submission requirements, identified compliance gaps, and coordinated revisions to strengthen submission quality and ensure timely proposal handover.

Urban Planner – AMRUT Program **July 2016 – March 2018**
APUFIDC **India**

- Supported the delivery and implementation monitoring of municipal infrastructure projects, contributing to project identification, requirements assessment, feasibility reviews, implementation tracking, and commissioning coordination.
- Served as a coordination link between municipal authorities, Project Development and Management Consultants (PDMCs), state planning directorates, and infrastructure agencies to facilitate information exchange, approvals, and resolution of implementation matters.
- Monitored municipal project activities and statutory reform requirements, following up on outstanding actions and supporting municipal teams in addressing implementation challenges.
- Prepared project progress information, technical documentation, review presentations, and committee briefing materials for municipal and state-level decision-making.
- Organized capacity-building workshops and technical training sessions for municipal officials on planning processes, infrastructure development, and project workflows.
- Supported the rollout of public grievance redressal systems, citizen outreach materials, and municipal service improvement initiatives.

EDUCATION

Algoma University, Mississauga, Ontario, Canada
Post-Graduate Certificate – Project Management 2025

School of Planning & Architecture, India
Master of Planning (Environmental Planning),
University Gold Medalist – Ranked 1st in Academic Excellence 2015

JNAFAU, India
Bachelor of Technology – Urban Planning 2013

ADDITIONAL ASSETS

English — Full Professional

French — Limited Working

ADDITIONAL ASSETS

- PMP Certification – In Progress
- Valid Ontario Driver's License
- Agile PM (Atlassian) Certification
- First Aid & CPR Certification (Ontario)
- NABET Land Use Expert Certification

ACHIEVEMENTS

- Performer of the Year – Vitya Consultants: Recognized for GIS database mapping and spatial analysis supporting approvals for World Bank-funded social infrastructure projects.
- University Gold Medalist – School of Planning & Architecture: Awarded first rank and highest academic standing in the postgraduate planning program.