

# AMMAARAH KHAN

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## WORK EXPERIENCE

### Notables.co, a Forest Road Company

Remote

Senior Product Manager

October 2021 – Present

- Sole Product Lead for Notables.co, a curated NFT marketplace and Quandefi, a platform that builds out NFT marketplaces for other clients
- Responsible for user experience flows, creating stories and testing NFT drops hosted by Notables.co; drops to date include: Ben Baller Did The BlockChain, Shaq Gives Back, omgkirby Genesis
- Work with external partners for a variety of reasons (design agencies to define page layouts, clients to define expectations and requirements for their NFT marketplaces)

### JP Morgan Chase & Co.

New York, NY

Product Manager, Associate (Digital Solutions Accelerator Team)

February 2019 – October 2021

- Worked as a Product Lead for a new financial product for children; ideating on product features/benefits, mapping the product journey/flow to the development + design teams, & testing/reporting on bugs across various builds
- Worked with our internal research team to gather consumer insights which helped shape/prioritize product development
- Responsible for leading communication across in-app notifications, push notifications, and email during pre/post launch of Chase First Banking
- Served as one of the key point persons between marketing, customer service, legal, engineering, and design teams to ensure all parties are aware of any product updates, potential issues, and anything that would impact the work of any relevant stakeholders involved in the launch
- Product lead for dismantling Finn, JPMorgan's First Digital Bank; as JPMorgan was closing down its Digital Bank, I was responsible for working with the development team to dismantle the product in phases so our users don't get negatively impacted. Responsible for transitioning tens of thousands of users to another banking product

### Andersen Corporation

North Brunswick, NJ

Divisional Supply Chain Analyst

September 2017 – January 2019

- Utilized data analysis to identify trends in products, solve problems and uncover possible opportunities for efficiencies
- Created and distributed metrics and dashboards to better track production trends, capacity shortages, and available-to-sell opportunities for the firm's products

### Goldman Sachs & Co.

New York, NY

Business Analyst/Project Manager – Marcus by Goldman Sachs

May 2016 – August 2017

- Coordinated launch of Marcus, Goldman Sachs's personal lending platform, by creating and consolidating weekly launch updates and tracking timelines among cross functional teams
- Organized and assisted in executing over 100 production tests to assess product before launch, compiling reviews and summaries of the product experience from participants
- Operated war room post-launch to monitor metrics, progress, and updates while preparing for future releases
- Ran direct mail campaigns from execution to readiness for delivery, including setting up campaign structure, verifying counts, and ensuring graphics and data are accurate prior to printing

Business Analyst – Technology Division

July 2015 – May 2016

- Assisted in managing a large business migration project affecting over 100 clients with over 275,000 accounts. This project aimed to provide the firm with streamlined operations and significant capital efficiencies in the form of \$40MM in annual firm savings by migrating clients from one broker-dealer to another
- Utilized JIRA, an issue management software, to track critical pre-conversion items through multiple phases of the project lifespan
- Ran daily calls to manage, track, and police production issues while collaborating with multiple divisions, including Legal, Operations, and Finance, to solve production issues

## EDUCATION

### Rutgers University – Rutgers Business School

New Brunswick, NJ

Bachelor of Science in Supply Chain Management

May 2015

Bachelor of Arts in Information Technology & Informatics, Minor in History

- **GPA:** 3.956 / 4.0 (Top 2% of the class)
- **Honors & Awards:** Matthew Leydt Society, Academic Excellence Award, Gamma Nu Eta, Beta Gamma Sigma, Dean's List

## SKILLS

- **Professional:** Project Management, excellent communication/interpersonal skills, extremely detail-oriented, and strong organizational/planning habits, Lean Six Sigma Green Belt Knowledge Certification
- **Technical:** Advanced Proficiency with MS Office Suite (Word, Excel, PowerPoint, Publisher, SharePoint); JIRA