

Kavya Rao

KR

Product Owner

Surat, India kavya.rao@example.com Fictional sample

01 Professional profile

Product Owner with an illustrative 11-year career focused on backlog clarity, acceptance criteria and stakeholder alignment. Core strengths include Backlog refinement, User stories and Acceptance criteria. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Backlog refinement

User stories

Acceptance criteria

Release planning

Stakeholder reviews

Workflow analysis

SELECTED WORK

Service portal backlog

Ordered backlog and acceptance examples

Increment review rhythm

Review notes and release scope summary

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2022 - Present

Product Owner

Asterline Product Systems · Surat

Delivered defined workstreams in backlog clarity, acceptance criteria and stakeholder alignment, coordinating reviewers and delivery partners.

- Split oversized items and agreed acceptance examples with delivery and service teams.
- Established structured increment reviews and documented accepted changes versus future requests.

Jul 2018 - Jun 2022

Product Owner

Northmere Product Systems · Surat

Supported progressively more complex work in backlog clarity, acceptance criteria and stakeholder alignment, with a defined review process.

- Used backlog refinement and release planning on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

Project Coordinator

Cedarfield Product Systems · Surat

Built foundations through supported assignments, observation and practical feedback.

- Assisted with user stories and stakeholder reviews, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Product & delivery cases

Clear intent. A backlog people can use.

WORK EXAMPLE 01 / ILLUSTRATIVE

Service portal backlog

Context

Stories mixed business outcomes with implementation assumptions.

Contribution

Split oversized items and agreed acceptance examples with delivery and service teams.

Prepared for handover

Ordered backlog and acceptance examples

WORK EXAMPLE 02 / ILLUSTRATIVE

Increment review rhythm

Context

Stakeholder feedback arrived after release decisions.

Contribution

Established structured increment reviews and documented accepted changes versus future requests.

Prepared for handover

Review notes and release scope summary

04 Education

2013 – 2015

Postgraduate Diploma in Product Delivery

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on backlog refinement and user stories.

2009 – 2013

Bachelor-level study in the relevant discipline

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

2024

Backlog refinement - advanced practice workshop

Scenario exercises and peer review in backlog clarity, acceptance criteria and stakeholder alignment.

2025

Release planning - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Backlog clarity, acceptance criteria and stakeholder alignment	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.