**Sonel Sinha**

***Sex:*** Female

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Objective

To obtain a position in an organization that will allow me to hone my skills and diversify my knowledge base and thus provide me an opportunity to excel in various branches of Content Writing, Research and Development in Psychology, Organizational Behavior and Human Resource that helps my organization in efficient discharge of its obligations.

Educational Qualification

* M.A. in Psychology from University of Delhi in 2010. (71%)
* B.A. Honors in Psychology from Daulat Ram College (University of Delhi) in 2008 (70%)
* Higher Secondary/ 12th in Arts from Army School, Guwahati (CBSE) in 2005 (84%)
* Matriculation/10th from Maharashi Vidya Mandir, Guwahati (CBSE) in 2003 (77%)

Professional Summary

**Total Experience: Six years and Six Months (After M.A.)**

* **EduBridge Learning Pvt. Ltd, Mumbai (June 2015 till date)**

**Designation:** Manager-Content Developer

**Functional Area:**

* Attended Life Skills TOT with Godrej Industries for integrating life skills with technical skills for construction workers
* Have worked with leading banking client for training their Client Relationship partners and business Relationship Partners
* Have worked with leading skincare company to train their employees on Teamwork, Communication skills, Conflict Management, time Management and Change Management
* Managing a team of 8 members in the content and training department
* Have done numerous corporate training at client sites and have achieved favorable response from the audiences
* Handling different projects in-house, creating customized content for the clients and training delivery to the trainers on the same content
* Recruitment of trainers and Training Partner's across PAN India
* Planning the new joinee's induction and on boarding
* Have developed numerous training modules for Government partners like NSDC, PMKVY, PMS-MSSDS, NULM etc.
* Assessing the trainers as per the in-house metrics/ rubrics developed by the content team
* Creating/Writing/Editing/Proof reading content for students of different domains viz. Personality Development, English, Psychology, Social Sciences.
* Also have created content for Hospitality industry-Customer Service, Retail Industry, Banking industry, IT-Voice/Non Voice, Telecom, Automotive industry, Warehouse and Logistics sector.
* Trained college students on soft skills, Stress Management skills etc.
* To help develop interview and communication skills of the students.
* Have also worked with NGO's and developed training modules on substance abuse, career awareness, aspirational coaching and financial literacy and trained the students on the same modules.
* Impart training to the trainers of different regions PAN India.
* Managing and hiring trainers, Trainer Partner networks across different regions in India.
* Writing Reports.
* **Educomp Solutions Limited, (NCR/Delhi) (August 2014 to May 2015)**

**Designation: Sr. Research Executive (Research and Development and Content Writing)**

* **Functional Area:** Research and content preparation for English curriculum. Writing diagnostics/recommendations for English topics. Handled operation and logistics for the in-house assessment test. Coordinated with all the Educomp schools regarding the administration of the in-house test. Drafting Letters to Principal and academic Coordinators regarding the smooth conduction of the in-house test. Prepare training guide PPTs along with slide animations. Script writing for in-house training materials.
* **Educomp Solutions Limited, (NCR/Delhi) (February, 2012 to July, 2014)**

**Designation:** Associate (Psychometric Assessments; Research and Development and Content Writing)

* **Functional Area:** Content development (Psychology, English) for in-house product and assessment modules, proof reading of manuscripts, developed scripts for teacher training modules and also developed formative assessment scripts.Exhaustive research on Aptitude, Personality and Interest tools to facilitate the validation and development of in-house psychometric assessment tools. Worked with *SELF DIRECTED SEARCH TOOL, NEO-FIVE FACTOR –BIG FIVE PERSONALITY TOOL, DAVID’s BATTERY OF DIFFERENTIAL APTITUDE TOOL.*Competency benchmarking and profiling for different careers and jobs. Develop in-house tools to assess student’s behavioral, social and emotional traits/characteristics. for class. Research based content writing for careers and jobs.
* **Educomp Solutions Limited, (NCR/Delhi) (September, 2010 to January, 2012)**

**Designation:** Counselor (Psychometric Assessments)

* **Functional Area:** Psychometric assessment of Aptitude, Personality and Interest of students for choice of career. Design of training materials for schools. Behavioral assessments of students to improve academic achievements.

**Areas of Specialization/Interest**

* Content writing in English, Psychology and other Social Sciences
* Training and Development
* Career Counseling
* Psychometrics Assessments

**Academic Research and Dissertations**

* Career Decision Making of males and females with regard to their personalities.
* Presented a paper in International Conference organized by India Career Development Association.

**Other Accomplishments**

* Have been rewarded with Monthly excellence award twice (August and September 2016) at EduBridge Learning Pvt. Ltd.
* Completed a course on Psychometric Testing and Competency Building, University of Delhi.
* Participated in National Symposium on Culture and Cognition(2010)
* Scored highest marks in Abnormal Psychology paper (BA (HONS)Final year, Daulat Ram College,Delhi University.