

Achyut Katiyar

Event Coordinator — Full Stack Developer — Student Affairs

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Professional Summary

- Tech-savvy Event Coordinator and Full Stack Developer with hands-on experience leading university-wide events, from initial planning to final execution.
- Proven success in managing logistics, coordinating teams, budgeting, and designing promotional campaigns to deliver high-impact experiences.
- Known for stakeholder communication, on-time delivery, and commitment to quality. Currently pursuing MS in Computer Science at Northeastern University.

Core Competencies

- Event Planning & Coordination: End-to-end planning, timeline management, budgeting, stakeholder engagement
- Logistics & Execution: Venue booking, A/V setup, RSVP tracking, hybrid/virtual event infrastructure
- Marketing & Promotion: Poster design, social media coordination, email invitations, feedback collection
- Technical Skills: React.js, HTML/CSS, Canva, Excel (Advanced), Microsoft Office, Outlook, InDesign (Basic)
- Leadership & Team Management: Cross-functional team leadership, volunteer training, Conflict resolution, debriefing

Experience

Technical Intern / Event Coordinator

Oct 2023 – Jun 2024

SRM University – AP

Vijayawada, India

- Led end-to-end coordination of major campus events, overseeing logistics, venue booking, A/V setup, and technical support.
- Designed promotional materials and coordinated with social media teams, enhancing event visibility and turnout.
- Managed event budgets and RSVPs using Excel and Outlook, maintaining 100% budget compliance and 85% response rate.
- Directed hybrid event setups for workshops and conferences, supporting over 500 virtual and in-person attendees.

Technical Team Convener

May 2022 – May 2024

SRM University – AP

Vijayawada, India

- Oversaw planning and technical execution for faculty and student events, including registrations and live coverage.
- Implemented structured post-event reviews to drive process improvements and optimize future events.
- Led a 10-member team, fostering cross-functional collaboration and on-time event delivery.

Technical Executive & Student Council Member

Aug 2021 – May 2024

SRM University – AP

Vijayawada, India

- Organized 10+ high-impact student events including hackathons and symposiums, in collaboration with academic leaders.
- Boosted event participation by 60% through creative campaign design and strategic promotions.
- Developed event registration and feedback platforms, enhancing digital engagement and user experience.

Education

Northeastern University

2025 – 2027

Master's in Computer Science

Boston, Massachusetts, USA

SRM University - AP

2020 – 2024

Bachelor of Science in Computer Science (CGPA: 8.3 / 10.00)

Vijayawada, India

Leadership & Achievements

- Received commendation from Director and Associate Director of Student Affairs for excellence in event coordination and student leadership.
- Won \$1,000 Nillion at Hacker House Goa 2024, \$600 at Move it with Aptos, and multiple hackathon awards.
- Led cross-functional technical teams to successfully execute 10+ campus-wide events, achieving 95%+ stakeholder satisfaction.