

Bhavna Yadav

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Education

University Of Montreal <i>LL.M.</i>	<i>Present</i> <i>Montreal, Canada</i>
CLC, Delhi University <i>LL.B.</i>	<i>Present</i> <i>Delhi, India</i>
Hindu College, Delhi University <i>Bachelor of Arts in Political Science (Hons.)</i>	<i>Present</i> <i>Delhi, India</i>

Experience

Administrative Coordinator & Social Media Manager <i>Medi Spa Ottawa</i>	<i>2023-05 – Present</i> <i>Ottawa, Ontario</i>
<ul style="list-style-type: none">○ Oversee and manage daily administrative operations, ensuring seamless coordination between departments and optimizing workflow efficiency.○ Coordinate technician schedules, appointment bookings, and front desk operations, improving service efficiency by 30○ Implemented a customer service strategy that increased client retention by 30○ Led a social media strategy that boosted engagement by 50○ Maintain and update the company's website, ensuring accessibility and accuracy of services.	
Administrative Coordinator (2-Month Contract) <i>Athens Rugs Ltd.</i>	<i>2023-12 – 2024-01</i> <i>Ottawa, Ontario</i>
<ul style="list-style-type: none">○ Managed office operations, including documentation, scheduling, and data entry, enhancing workflow efficiency.○ Processed customer inquiries and coordinated order fulfillment, reducing processing time by 15○ Assisted in financial record-keeping and maintained compliance with company policies.	
Research Assistant to Dr. Anita Yadav, Assistant Sr. Professor <i>CLC, Delhi University</i>	<i>2022-01 – 2022-08</i> <i>Delhi, India</i>
<ul style="list-style-type: none">○ Conducted research and administrative coordination for a government-funded project under the Ministry of Urban Affairs, India.○ Organized and facilitated academic seminars, conferences, and research paper competitions, improving institutional engagement.	
Legal Intern <i>Adv. Balendu Shekhar (Additional Standing Counsel, GOI)</i>	<i>2021-09 – 2021-12</i> <i>Delhi, India</i>
<ul style="list-style-type: none">○ Coordinated case management and documentation for arbitration disputes involving the National Highway Authority of India (NHAI).○ Conducted legal research using SCC, Manu Patra, and LexisNexis to support case preparation and streamline legal operations.	
Legal Intern <i>Hon'ble Madame Justice Sangita Dhingra Sehgal (President, SCDRC)</i>	<i>2021-03 – 2021-06</i> <i>Delhi, India</i>
<ul style="list-style-type: none">○ Managed legal documentation, case filing, and research support for consumer rights litigation.○ Maintained online legal databases and updated case progress on government portals.	

Skills

Tools: Microsoft Office Suite (Word, Excel, Outlook), Google Workspace, Website management tools

Languages

- English - Fluent
- Hindi - Fluent