

SANCHANA UPADHYA

TITLE:

Bangalore 560076. | 8105449604. | sanchanaupadhy49@gmail.com

SUMMARY

Experienced in talent acquisition, content creation, and educational support with a demonstration of working in diverse roles. Proven ability to conduct candidate screenings, manage databases, and enhance brand presence through strategic social media content. Adept at collaborating with teaching staff to develop individualised learning plans and providing one-on-one tutoring. Strong skills in recruiting, project support, scheduling, and research analysis. Career goal: to leverage expertise in the field of psychology through engagement to drive organisational success.

TECHNICAL SKILLS

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| Recruitment | Vibrant speaker, Editor Content writing, | Accessibility |
| Talent acquisition research and analysis | Screening and interviewing, teaching problem solving | creative spontaneous |
| Presentation skills | | |

PROFESSIONAL EXPERIENCE

- Assistant Editor, PSYNERGY Blog** September 2023- Present
 - Understanding social media trends and how they relate to health topics
 - Using tools (e.g., Grammarly, Canva, WordPress, Google Docs) efficiently
 - Adapting tone and language for different platforms and audiences
 - Writing with sensitivity, avoiding stigmatizing language
 - Brainstorming innovative ways to present educational content
 - Conducting in-depth research on mental health and environmental topics.
- Teaching assistant, U&I NGO Organisation** September 2024- march 2025
 - Helped students master learning concepts through one-on-one and small group tutoring.
 - Monitored pupil progress through regular assessments, providing feedback to lead teachers.
 - Collaborated with teaching staff to develop individualised learning plans for students.
 - Prepared and duplicated teaching materials to help facilitate student understanding of key content
- Talent acquisition intern, VERSE Organisation** May2024 - July 2024
 - Conducted initial screening of CVs to identify suitable candidates for various roles.
 - Participated in interviews and assessment centres to evaluate candidates' competencies.
 - Organised and managed potential candidate database for upcoming vacancies
 - Managed communications with candidates throughout the hiring process to ensure transparency.
- Developmental Psychology intern, Corizo organisation** January 2024- February 2024
 - Conducted case studies on students under the age bracket of 8-12 to understand levels of mental functions as well as disorders through presentation of PPTs analysing thesis on behavioural issues of children.
- Content writer, THH- The Helping Hand NGO** October 2022- May2023.
 - Writing impactful and empathetic content on sensitive topics like mental health
 - Creating informative and persuasive articles, blogs, and social media content. and Promoting mental health awareness

EDUCATION

- Bachelors of Arts- Psychology and economics** July 2023 - Present

Mount Carmel Autonomous college, Bangalore

Editor of the psychology association blog: "psynergy".

Thesis on: Consumer behaviour of individuals: case study of IKEA, The economic relevance of the varnashramas in today's economy.

- Humanities - Psychology Economics History Political science** June 2021-May 2023

Christ Deemed to be University, Bangalore

•Thesis on: Significance of Bhagavad gita in Psychology(2022).

•Content writing head: psychology association

ADDITIONAL INFORMATION

- Languages:** English, Hindi, Kannada
- Certifications:** Excel certification of course completion (2023). Assistant editor post certification (2024-25), research paper presenter certification (2024-25), best employee of the week certificate (jan 2025)
- 10th ICSE:** 96% **12th pu-** 95%