

DEWANSHI ARORA

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SUMMARY

A self-driven and diligent student with strong communication, writing skills, and a keen interest in data-driven insights. Experienced in leadership roles within student clubs, volunteer management, and team collaboration to meet organizational goals. Seeking a technical writing role to apply my communication skills and passion for technology in creating high-quality documentation

WORK EXPERIENCE

Volunteer Recruitment Intern *U&I NGO*

July 2024 - Present

- In charge of recruiting and managing volunteers, conducting interviews and utilizing Excel skills for data management and analysis.
- Collaborating with departments to align volunteer efforts with organizational goals.

POSITIONS OF LEADERSHIP

1. Finance and Sponsorship Head *MUNSOC* *June 2024 - Current*
2. Ideation Core Team *Anovation-Statistics Association* *July 2024 - Current*
3. Class Representative *2nd Economics Statistics* *July 2024- Current*
4. Logistics Core Team *Public Speaking Association* *August 2023 - Current*

CERTIFICATIONS

Business Writing- University of Colorado Boulder

(from Coursera)

EDUCATION

3rd Sem, BSC Economics Statistics

Mount Carmel College, Bangalore

Expected in 2026

- 1st sem aggregate 88.71%
- 2nd sem aggregate 89.73%

Commerce(with Maths) CBSE

Lancer's Convent School, Delhi

- CLASS X 93%
- CLASS XII 92.8%

ADDITIONAL INFORMATION

- **Skills:** Communication, Technical Writing, Editing and Proofreading, Time Management
- **Languages:** English, Hindi
- **Awards/Activities:** Seasoned debater-Won multiple awards in both college and school-level competitions.