

MIRA KAPOOR

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EDUCATION:

University of Massachusetts, Amherst

College of Humanities and Fine Arts

Bachelor of Arts, Double Major: English and Political Science

February 2025

Amherst, MA

GPA: 3.8 (Dean's List all semesters)

Professional Writing and Technical Communications (Ongoing): a five-course certificate that provides practice in technical writing, editing, and software documentation; hands-on training in a range of industry-standard software; an introduction to theories and practices of information design.

Writing, Rhetoric and Literacy Studies (Ongoing): a five-course concentration that helps students develop a stronger theoretical and practical understanding of writing by focusing on "everyday" forms of writing: the writing that people do in school, in communities and workplaces, as political expression, and online.

SOFTWARE KNOWLEDGE:

Google Suite, Microsoft Office, Zoom, Canva, HTML, CSS

RELEVANT COURSEWORK:

Composed a 30-page Faux Grant Proposal written to The William and Flora Hewlett Foundation on behalf of Smile Foundation India. The process involved research into funding processes and underprivileged communities in India.

Developed a portfolio consisting of revised writing pieces incorporating feedback from peers and instructors throughout the semester.

RELEVANT EXPERIENCE:

The Udaiti Foundation, New Delhi, India, 2024

Communications Intern

- Wrote and revised long-form written pieces
- Created LinkedIn captions
- Researched contacts and built database lists
- Edited the organization's monthly newsletter

Jabberwocky, Amherst, MA, 2024-present

Non-fiction Editor

- Assist in publicizing the English Department's official undergraduate literary journal
- Assess submitted pieces for eligibility criteria and publication readiness
- Met with the team to gather alternative perspectives on submitted pieces
- Vote on non-fiction pieces to include in the annual publication

Jungwa Foundation, Ladakh, India, 2020-2021

Writer

- Adapted a traditional Ladakhi folktale into a short story for children
- Participated in an extended revision process including drafts and rewrites
- Produced a book that the Department of Education is now distributing in schools in Ladakh

LANGUAGES: English (Fluent), Hindi (Conversational), French (Basic)

INTERESTS: Book to Screen Club, Mythology and Folklore, Dungeons and Dragons