**SUKANYA RAISHARMA**

Cambridge/London, UK • 07708 138978 • anya.r.sharma@gmail.com

## PROFESSIONAL SUMMARY

Organised and adaptable professional with a doctorate and a background in academic administration, stakeholder coordination, and project support. Brings strong skills in communication, documentation, planning, and information management—developed through roles involving teaching, content development, logistics, and data analysis. Experienced in coordinating cross-functional teams, working with diverse stakeholders, and managing competing priorities. Quick to learn new tools and committed to delivering results in fast-paced, goal-driven environments. Now seeking a fixed-term Project Coordinator role where these skills can support estates and facilities projects at St John's College School.

## KEY SKILLS & EXPERTISE

- Project Coordination & Planning

- Stakeholder Communication

- Contractor Liaison & Scheduling

- Documentation & Record-Keeping

- Written & Verbal Communication

- Time Management & Prioritisation

- IT Proficiency (MS Office, Excel, SQL)

- Learning Agility & Adaptability

- Multilingual Communication (English, Hindi, Assamese)

## RELEVANT EXPERIENCE

World Oral Literature Project, University of Cambridge – Cambridge, UK

Collections & Events Assistant | Sep 2010 – Aug 2011

- Coordinated logistics for a two-day academic conference, liaising with vendors, managing bookings and budgets, and preparing reports.

- Supported planning and execution of digital archive content, ensuring accuracy, clarity, and linguistic precision.

- Liaised with stakeholders including academics, technical staff, and contributors to maintain timelines and meet project goals.

VISCOM Project, University of Vienna / Institut für Mittelalterforschung – Vienna, Austria

Pre-Doctoral Research & Events Coordinator | Oct 2013 – Dec 2014

- Supported the management of a multi-institutional research project, handling event planning, meeting coordination, and administrative reporting.

- Oversaw communications with European academic partners, helping align timelines and deliverables.

- Maintained shared documentation and supported logistics for committee meetings and public events.

Faculty of Classics, University of Oxford – Oxford, UK

Language Instructor | Oct 2019 – Mar 2021

- Independently designed and administered academic sessions, exams, and progress reports.

- Collaborated with faculty to deliver structured, deadline-driven teaching programmes across multiple colleges.

- Maintained precise documentation and ensured compliance with academic standards.

Appolline Project, Aeclanum – Aeclanum, Italy

Field Research Assistant | Jul 2019 – Aug 2019

- Conducted data collection and site documentation for an archaeological field project.

- Worked to strict timelines and collaborated with a diverse international team under pressure.

- Used Excel to manage excavation records, demonstrating attention to detail in fast-paced field conditions.

## EDUCATION & QUALIFICATIONS

Data Analytics Specialisation – Coursera (Oct 2024 – Present)

DPhil History – University of Oxford (Apr 2015 – Jan 2021)

MA History & Linguistics – University College London (Oct 2011 – Jun 2013)

BA English Language & Literature – University of Cambridge (Oct 2007 – Jun 2010)

GCSEs including English & Maths – Achieved prior to undergraduate study

## ADDITIONAL INFORMATION

- Technical Skills: MS Office, Excel, SQL, Spreadsheets

- Languages: Fluent in English, Hindi, Assamese; reading knowledge of Bengali, German, Italian, Latin, Ancient Greek

- Certifications: Willing to undertake First Aid training

- Availability: Available full-time from 10 July to 3 September 2025