

SWATHI K

CONTACT

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SKILLS

- Proficiency in Python, C, C++.
- Frontend Development.
- Basics of SQL, PHP.
- Team Building, Time Management and Organization.
- Multi-tasking abilities.

ACCOMPLISHMENTS

- Secured First position in School for the central board of secondary education.
- Secured Second place in Science Exhibition conducted in Delhi.

LANGUAGES

English: : First Language

Hindi: : C1
Advanced

Tamil: : C1
Advanced

CERTIFICATIONS

- Cisco Network Essentials.
- Crampete Full Stack Web Development.

Passionate job seeker with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.
Navigates high stress situation and achieves goal on time.

EXPERIENCE

June 2022 - Current

Event Coordinator *CEG Tech Forum*, Chennai, India

- Maintained close communication with clients and sought solutions for problems, achieving event goals and mitigating service issues.
- Created and maintained records documenting vendor, facility and guest information for tracking operations and feedback from guests.
- Managed onsite teams' operations, sourced materials and handled problems and feedback from clients, promoting positive brand image.

June 2022 - Current

Graphic Designer *Information Science and Technology Association*, Chennai, India

- Utilised extensive knowledge of Adobe Photoshop and Illustrator to create high-quality images.
- Used Adobe Express, Scribble Diffusion, Canva to create images and layouts according to brief.
- Managed deadlines to deliver finalised functional and aesthetic materials on time.
- Designed visual images fit for brief, going above and beyond client expectations.
- Submitted design ideas to plan projects.

June 2022 - Current

Junior Reporter *The Guindy Times*, Chennai, India

- Provided reliable reports and stories of various events that took place in our institute.
- Wrote a report on an interview with Senior Students who share their experience during Internships.

EDUCATION

2025

Bachelor of Technology Information Technology

College of Engineering Guindy, Chennai, TN

CGPA - 8.4

2021

Higher Secondary Education BIO-MATH

Delhi Tamil Education Association, New Delhi, DL

Score - 95.6%

2019

Secondary Education

Delhi Tamil Education Association, New Delhi, DL

Score - 93.4%