**Anita Sanjok**

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**EDUCATION**

**University of Delhi, Delhi** May 2025

Master of Arts in Education

**Amity University, Jaipur** May 2018

Bachelor of Arts in Sociology

**RELEVANT PROFESSIONAL EXPERIENCE**

**University of Delhi, Vishwavidyalaya, Delhi** January 2024 – Present

*Youth Development Specialist/Research Assistant*

* Facilitate activities for groups of 20-25 students ages 14-18 to develop self-efficacy and confidence in 2-3 north campus colleges
* Collaborate with program director and 5 specialists to gather quantitative and qualitative data, conduct literature reviews, and perform assessments to evaluate program effectiveness
* Code qualitative data from student insights in SPSS and determine themes in student experiences and reported findings to program director
* Plan activities, share insights, and discuss challenges with program staff during weekly meetings

**Amity University, Jaipur** August 2021 – May 2024

*Program Coordinator*

* Engaged with 20-25 high school students in groups to discuss college and career preparation topics such as major and career exploration, college applications, and scholarship research
* Hosted workshops for 40-50 parents to educate them about the college application process and financial resources to support higher education
* Partnered with schools administrators to coordinate logistics to implement workshops
* Collected survey feedback via Google Form to assess student and parent needs and satisfaction with workshops

**Amity University, Jaipur** June 2018 – July 2021

*Program Coordinator, Office of Research and Sponsored Programs*

* Collaborated with program directors and faculty to implement events, including orientation week activities, reaching 25-50 students per event
* Managed budget for student activities using Microsoft Excel and generated monthly budget reports for program directors
* Created and analyzed student experience surveys using Qualtrics and communicated key trends to program directors each quarter
* Designed graphics using Canva to promote co-curricular activities through email campaigns, achieving an open rate of 75%

**ADDITIONAL WORK EXPERIENCE**

**Amity University, Jaipur** August 2016 – May 2018

*Program Assistant, Department of Sociology*

* Liaised with academic advisors and Career Services to plan and implement career workshops and alumni and employer panels to expose students to career paths for Sociology majors
* Developed marketing materials including flyers and social media posts using Canva to promote events, increasing social media engagement by 20%

# SKILLS

* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), SPSS, Qualtrics, Canva
* Bilingual in Spanish and English