**Divya Gautam**

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**PROFESSIONAL PROFILE**

**MBA in Global Business Leadership** to obtain an Internship position in the field of marketing with an innovative company that will utilize my marketing and communication skills while offering the opportunity for advancement.

* Results-driven achiever and effective team leader with exceptional interpersonal skills.
* Demonstrated effectiveness in persuading others and closing sales through relationship building and customer service
* Exceptionally motivated self-starter and creative problem-solver who works hard and loves a challenge

**EDUCATION**

**JOHNSON & WALES UNIVERSITY** PROVIDENCE, RI

M.B.A. Global Business Leadership, Concentration: Marketing Degree, 08/12

**SRM UNIVERSITY** CHENNAI, INDIA

B-Tech in Electrical & Electronics Engineering Degree, 05/10

**PROFESSIONAL WORK EXPERIENCES**

**GRADUATE ASSISTANT AT** PROVIDENCE, RI

**RHODE ISLAND SMALL BUSINESS DEVELOPMENT CENTER (RISBDC)** Jan 2011 to Present

**Responsibilities:**

* Experience in creating specific deliverables such as Business Plans, Marketing Plans, Brand Marketing,

Marketing Research and SWOT Analyses.

* Developing, reviewing and delivering business plans for growing businesses in Rhode Island area, namely,

Illuminated Oven, Konneco International, Haute Tags, and Global Bridge International.

* Preparing marketing plans and strategies for clients such as, Alex and Ani, Far Sounder, and Massage Envy.
* Conducting research on potential business ideas including recognizing target market for business expansion, for example: Exporting telecommunication devices in Turkey, Egypt, Pakistan (Telecommunication Movement), Exporting gold coins and bars within United States and in the international Market in countries like Russia, India etc.
* Organizing workshops and seminars to grow network and information on various business strategies, for example: Getting Your Business Up & Running: Start-Up Clinic, Protecting and Collecting Your Export and Domestic Receivables, Business Planning Information Session etc.

**HIGHLIGHTS OF PROFESSIONAL SKILLS & ACCOMPLISHMENTS**

**Technical Experience:**

* Completed summer internship at IT-BHU (Varanasi, India) under the guidance of Prof. Anand Mohan, Electronics Engineering Learnt VHDL design concepts and tools followed by design of combinational and sequential modules – arithmetic circuits, encoders/decoders, multiplexers, counter and shift registers.
* Finished summer training at VPL INFOTECH & CONSULTANTS (Delhi, India). Learned the basic needs of Micro-Controller family, developed the assembly level programs based on Intel 8031, 8096 & PIC micro-controllers, designed the detailed hardware circuits for the given applications, and identified the need for I/O and memory expansion methods for an application.
* In final year of undergraduate studies, completed a research project based on SVPWM (Space Vector Pulse Modulation)

theory where we (as a team of 4 students) designed a SVPWM device and embedded it in a FPGA (Field Programmable Gate Array Kit)

**Leadership Experience:**

* Graduate Assistant at JWU RISBDC (Johnson & Wales Rhode Island Small Business Development Center).
* Secretary of the ISA (Indian Student Association) at JWU.
* Elected as a chair person for AARUSH (University Tech Fest).
* Head of the Organizing Committee for MILAN (University Cultural Fest).

**Organizational Experience:**

* Organized the Technical Fest AARUSH where more than 50 events were conducted.
* Selected and collaborated with professional convention planners and caterers for events.
* Organized the Cultural Fest MILAN with more than 30 Universities participating in various cultural events.
* Organized fundraising dinners for charitable causes on a limited budget.
* Active member of IEEE since 2006.

**Work Experience:**

* Currently working at RISBDC (Rhode Island Small Business Development Center) as a Graduate Assistant.
* Volunteered at WCRI (Women Center of Rhode Island) at providence, RI for six months.

**Computer Skills:**

* Certification in Microsoft Office
* Operating Systems: Windows, Unix, Mac etc
* Languages: C, C++, VHDL.
* Data base management of CenterIC

**Workshop / Seminars Attended:**

* Workshop #1: Getting Dressed for the Global Stage
* Workshop #2: All Dressed Up But Nowhere to Go
* Workshop #3: Delivering Your Message to the World
* Getting your Business Up & Running: Start-up Clinic
* Export Documentation and Valuation Seminar
* Distribution Through the Netherlands Using Limited Fiscal Representation (LFR)
* Protecting and Collecting Your Export and Domestic Receivables
* Product Classification
* Business Planning Information Session
* Letters of Credit
* Export Controls