

Vrinda Mehra

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EDUCATION

UNIVERSITY OF DELHI
Bachelors Applied psychology Honors

DELHI, New Delhi
2015-2018

BENGALURU CITY UNIVERSITY
Masters of science (Psychology)

Bengaluru, Karnataka
2018-2020

Maharishi Dayanand University
Bachelors of Education (B.Ed.)

Rohtak, Haryana
2020-2022

WORK EXPERIENCE

LIFEWORX PVT LD. (formally MORNEAU SHEPELL)
Operations coordinator

DLF World Tech Park Sec 30, Gurgaon
April 2021- Present

- Served as operations coordinator for workplace support program to Canadian organizations.
- Collaborated with various stakeholders to ensure smooth and timely delivery of cases, reports, and relevant paperwork, case audits, and responsible for other administrative support.
- Exposure working in global environment with international clients, client interaction, customer service, collaboration among team members & headed program operations in 3 provinces of Canada
- Delivered accurately 90+ clinical cases each month under strict timelines.
- Accomplished 90% plus accuracy on all cases under quarterly reports
- Directed training for 6 new employees, while multitasking with cases and clients in multiple time zones

SUPPORTROOM
Clinical assessor (Remote)

London, UK
January 2021-April 2021

- Partnered as consultant clinical assessor for a UK based start-up to navigate clinical screening of clients
- Client facing role, simultaneously integrating my clinical knowledge to communicate effectively and perform standardized tests on clients to prepare reports for further action.
- Participated in team discussions, and delivered ideas to the CEO on improvising and improving website for increasing traffic.
- Created occasional blogs for the company website for mental health awareness.

PURPLE AUDACITY PVT. LTD
Market research Intern-Freelancer

Unit 402, Corporate Park, Sec 21, Dwarka
November 2020-January 2021

- Managed various task coordination among moderators, participants, and corporate clients
- Conducted sessions, data collection through interviews and focus & data analysis (qualitative and quantitative)
- Integrated aspects of consume psychology and market research to identify consumer needs and choices.
- Further worked on designing client presentation and completed projects for 5 big corporate clients (such as Amazon and Twitter) while managing multiple projects during my tenure.
- Headed team of 3 interns and was involved in training, task allocation and assistance.

MANASTHA PVT. LTD
Counseling psychologist

C - 368, Block C, Sector 122, Noida
June 2020-Sept 2020

- Conducted 1-1 counseling sessions with children, young adults corporate and international clients
- Developed reports for the session progress and sharpened analytical skills in identifying clients' psychological needs
- Assessed clients' needs and provided support using CBT (Cognitive behavior therapy).

ADDITIONAL INFORMATION

- **Technical Skills:** SPSS, Microsoft office, Outlook, Google suits, G. Drive (Google Drive), Excel
- **Certifications:** French A2 level DELF certification
- **Community involvement:** worked as vocational support to Saksham Bharti NGO, participated in outreach programs during university and conducted education programs and provided vocational support for children for government schools
- **Language skills:** Hindi (Mother tongue), English (C1), French (A2), German (A2), Punjabi