



Ananya Sitlani

Miss Ananya Sitlani
Chiswick, London

Mobile: 07432 191428

ananyasitlani@gmail.com

DOB: 28/11/1995

SUMMARY

I am a very switched on individual. I'm a fast learner and hard worker, and extremely passionate about all projects I take on. I love a challenge and am keen to learn new things. I especially love meeting and interacting with new people so I feel I would be a friendly and positive presence in any workplace.

As I have lived in a variety of places, it has enabled me to become adaptable to change and new environments. Alongside this I feel as though I am able to work well under pressure.

I have graduated from from Oxford Brookes University with a honours BSc degree in Psychology.

I am looking for a partime job as I work to finish my diploma in Full Stack Web Development at the Code Institute. This is an online course which is a do at your own pace study programme, therefore I am quite flexible with working hours.

EDUCATION

Education: Oxford Brookes University

Oxford, UK

- Undergraduate Degree (Class of 2017)
- Psychology BSc Honours

Secondary School: Torrey Pines High School

San Diego, California

- Graduated with a 4.20 GPA (UK equivalent: A* at A-Level)

EXPERIENCE

Boarding Schools' Association (BSA) - Data and Administration Coordinator (promotion after 5 months)

Victoria, Buckingham Palace Road, London - February 2018 - November 2018

Responsibilities

- During my first month at the company, I created a way to provide the CEO with monthly statistic reports on how each of their members engage with them. This had not been done before and has become an incremental part of how they do business. It was said to them it would take a few months to create one report, however was able to do one report in a day
- Provide company with monthly statistical engagement reports
- Provide other such statistical reports (ie. comparing regional statistics, guidance reports and programme reports)
- Manipulate data for CEO and Director of Training for their meetings and presentations
- Via my reports the company can see who they need to target to train and provide inset / consultancy days for
- (responsibilities also include the ones listed below)

Boarding Schools' Association (BSA) - Administration Coordinator

Victoria, Buckingham Palace Road, London - September 2017 - February 2018

Responsibilities

- Invoicing (Xero)
- Events Booking (ThankQ)
- In charge of Membership information
- Back end of website editing and updating (CMS)
- Helping to set up and run events held in office
- Turnitin systems (back and front end as used for university)
- Took over social media posting on Twitter, Facebook, LinkedIn and Youtube
- Maintaining two inboxes

- Collation and ordering applicants of new programme they started this year (2017). I log, invoice and send out relevant certificates

Family Traveller - Editorial Assistant Internship

Covent Garden, London - Summer 2016

Responsibilities

- Interned at a digital and print travel magazine and content company
- Worked on Wordpress to edit and format articles to upload online
- Updated the meta changes for the website
- Edited photos on photoshop for the website
- Created and managed social media content calendar
- Scheduled social media posts across major social networks

Hatley - Sales Assistant / Trained Assistant Manager

Chiswick, London - Started June 2015

Responsibilities

- I worked as a part time sales assistant, and additionally helped with many aspects of running the store by assisting the manager. As this was an established Canadian retailer's first store opening internationally, I gained detailed experience assisting with the store set up and running. This included:
 - Assisting with receiving merchandise
 - Taking inventory
 - Assisting with visual merchandising
 - Overall setting up the store from the initial build out and beyond
 - Managing and reconciling till transactions
 - Opening and closing the store
- Assistant Manager roles:
 - Opening and closing the store
 - Cash sheets for beginning and end of day
 - Handling petty cash
 - Opening and closing the till (Includes handling z scores and register totals)
 - Running store on own for hours at a time

Jewellery Boutique, Vastra Shobha

New Delhi, India— Summer 2011

Responsibilities

- Assisted with organising ranges and displays
- General overseeing of the store.

Accomplishments

- Foreman for Jury Duty
 - I served Jury Duty July 2017 and volunteered to be the foreman of my group of jurors
- Tutor in AVID (Advancement Via Individual Determination)
 - I was chosen to tutor and mentor students who were part of AVID. AVID is a programme which assists students from a young age to prepare for success in high school, college and careers. Established more than 35 years ago, this programme is especially designed for students traditionally underrepresented in higher education.
- Meals for the Elderly: The Jam Factory
 - I volunteered to set up and decorate Oxford Town Hall and serve a roast to elderly people for them to have Christmas dinner.
- High school basketball team for two years
- Co-founder of high school photography club
- Internship at high school newspaper and yearbook
- Middle school yearbook committee
- Community Service in San Diego
- Babysitting in San Diego

SKILLS

- I am a conscientious, hard working and driven individual
- I have a personable nature and a positive attitude
- I also am a good team member and work well with others
- I have excellent organisational and communication skills
- Google Apps, Microsoft Word, SPSS, Qualtrics, Think Q, Xero, DSLR camera (basic level)
- CMS, WordPress, HTML, CSS
- I am able to project manage myself very well