

POOJA PATEL

Edison, NJ

poojp723@gmail.com

(732) 692 3371

Authorized to work in the US for any employer



WORK EXPERIENCE

K-12 Schools Implementation Manager

EVERFI - Remote, NJ

February 2020 to Present

- Manage course implementation process at schools in districts across NJ.
- Active account management of school partners and sponsors
- Utilize Salesforce to record and manage activity with over 500 partners.
- Train teachers to use EVERFI courses in their classrooms through phone calls, school visits, webinars and ongoing support throughout the school year.
- Collaborate with Customer success and Marketing teams to strengthen relationships between schools, students and sponsors.
- Increase rates of implementation by planning and executing events with partners such as the NFL, NHL, MassMutual, ShopRite and local banks in the region.
- Execute small and large presentations with schools/partners
- Conduct teacher trainings, professional development trainings and smaller classroom based demonstrations.

Student Series Fundraising Outreach Lead

The Leukemia & Lymphoma Society

April 2017 to January 2019

- Responsible for recruiting schools & coordinators across NJ to run various school & STEM based fundraising programs.
- Maintain and build relationships with both previously recruited & new schools via phone and email.
- Help with department events, hosting assemblies and staff presentations for schools.

Assistant teacher for pre-kindergarten classroom

John Kenney Child Care Center

October 2016 to May 2017

Technical Recruiter

Workbridge Associates

April 2016 to July 2016

Specialized in recruiting/placing iOS and Python Developers.

Assistant teacher for toddlers and preschool

Edgar Child Care Center

November 2014 to December 2015

pre-k.



EDUCATION

Bachelor's in Arts and Sciences, Psychology

Rutgers University School of Arts and Sciences

2011 to 2015

High School Diploma

John. P. Stevens High School - Edison, NJ

2007 to 2011



SKILLS

- Sales, recruiting and cold calling
- Salesforce
- Event planning and coordination
- Computer skills including Excel, PowerPoint & Microsoft Word
- Fundraising
- Communication and presentation skills
- Fluent in English, Gujarati and Hindi languages



ASSESSMENTS

Administrative Assistant — Highly Proficient

September 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/4e84c4a7d75b7ab265742c53ee66024deed53dc074545cb7

Filing & Organization — Expert

October 2019

Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_to_profile/3b64b26e44a20417d817197fe36fc741eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.