

MEHAK ADVANI

| advanim@purdue.edu

PROFILE

- Innovative MSHRM student with remarkable communication and analytic skills seeking a summer internship
- My goal is to utilize my technical prowess and business acumen to help businesses grow. Apart from academics, I enjoy participating in research clubs, piloting surveys and interpreting significant results

EDUCATION

Purdue University, Krannert School of Management **West Lafayette, IN**
Master of Science in Human Resource Management **December 2021**

Soka University of America **Aliso Viejo, CA**
Bachelor of Arts in Liberal Arts, Social and Behavioral Science, GPA 3.9/4.0 **May 2020**

- Recipient of Dean's list for 8 consecutive semesters and Summa Cum Laude award upon graduation
- Merit Scholarship (\$12,000), Makiguchi Scholarship (\$10,000), and Carroll Parrish Scholarship (\$2,000)
- Fulfilled Senior Capstone Thesis requirement: *Does Cultivating a Giving Culture Make People More Willing to Share Counter-Normative Ideas?* — Industrial and Organizational Psychology field (GPA 4.0/4.0)
- Study Abroad in University of Salamanca, Spain (GPA 4.0/4.0)

PROFESSIONAL EXPERIENCE

Soka University of America **Aliso Viejo, CA**
Project Leader to the Office of Special Projects **September 2019 – May 2020**

- Facilitated a group of 14 students in professional development training
- Managed a team of 2 marketing/administrative personnel to organize 21 socially impactful community engagement programs (Hackathons, Critical Conversations)
- Headed outreach and relationship building in local schools and businesses

CNR Search, Inc. **Aliso Viejo, CA**
Junior Recruiter Intern **July 2018 – December 2018**

- Undertook sourcing candidates, and developing position descriptions, candidate memos, progress reports, candidate tracking sheets and business growth collateral
- Edited and proofread 15+ documents intended for clients
- Posted minimum 4 job advertisements weekly on LinkedIn and other job boards
- Accelerated company's social media presence by creating content and blogs

Quikr India Pvt. Ltd. **Mumbai, India**
HR Intern **June 2018 – July 2018**

- Sourced approximately 200 candidate profiles per week through proactive recruiting methodologies
- Screened and submitted qualified candidates to open positions
- Processed at least 2 candidate offers every week
- Mentored and trained 2 HR interns to assist onboarding and meet employee needs
- Assessed, consolidated and presented employee engagement and retention strategies by conducting in-person surveys (sample size: 47 employees); received appreciation certificate from executives at headquarters

LEADERSHIP ACTIVITIES, AFFILIATIONS, HONORS

- Soka University Founding Member of Pi Gamma Mu Honor Society (*Int'l Honor Society in Social Science*)
- Procured entry-level Human Resources training as a Summer 2020 Learning Academy Extern at AT&T
- Discharged duties as Treasurer of Club Senate; Treasurer of Social Entrepreneurship and Economic Development club; Chair of Soka Relations; and Coordinator of Soka Education Student Research Project
- Earned certifications in Excel Skills for Business from Macquarie University and Preparing to Manage Human Resources from University of Minnesota via Coursera
- Presented research papers in the Western Psychological Association, CA (2020); 6th National Symposium on Spanish as a Heritage Language, TX (2019); Task-Based Learning and Teaching in Asia, Kyoto, Japan (2018)
- Fluent in English and Hindi; Highly proficient in Spanish; Good working knowledge in French