

TEESTA B

GEOGRAPHY: Northeast, Northern California and Bay Area, Southern California

INDUSTRY: Education: Teaching, Event Planning, International Relations, Law, Public Relations

EDUCATION

Scripps College

Expected May 2015

Major in Legal Studies and Minor in Politics and International Relations
Honors Thesis in "Indian Women as Repositories of Honor"
Deans List in Fall 2011 and Spring 2013

EXPERIENCE

- Student Representative, Scripps College Board of Trustees, Claremont, CA April 2014- Current
 - Elected by Board of Trustees to facilitate communication between students and trustees.
 - Organize events to understand and tend to grievances of the entire student body.
- Volunteer, The Children's School at Claremont McKenna College, Claremont, CA August 2013-Current
 - Coordinate daily activities with 2 other teachers including motor skill and comprehension building exercises for 20 children.
 - Coach children who need extra attention by providing a one on one setting.
- Secretary, Scripps College Mock Trial, Claremont, CA September 2012- Current
 - Actively contributed in 10+ inter-college mock trial competitions.
 - Write detailed meeting briefs; organize meetings and scrimmages with other colleges.
 - Received inter-region best witness award in 2014.
- Customer Service Associate, Sallie Tiernan Field House Claremont, CA September 2012-Current
 - Maximize field house efficiency by tending to patrons' concerns and queries.
 - Act as the face of the field house by promoting events and engaging with the Scripps community at large.
- Legal Intern, Chambers of Mukul Rohatgi, Attorney General for India, New Delhi June 2014-August 2014
 - Optimized workflow by categorizing and summarizing case notes and details.
 - Assisted Attorney General in confidential special projects.
- Communications and Advocacy Intern, Apne Aap Women Worldwide, New Delhi May 2014-June 2014
 - Organized fundraisers, conferences and awareness campaigns for trafficked women.
 - Managed the social media pages of the organization.
- Assistant teacher, Vasant Valley School, New Delhi, India July 2013-August 2013
 - Assisted teachers from grades nursery to first prepare for class.
 - Acted as a substitute in classes whenever necessary.
- Member, Admission Ambassador Team January 2012-May 2014
 - Advertised school events around the campus.
 - Conducted tours and answered queries of perspective students and their parents.
- Intern, Division for Sustainable Development, United Nations New York City & Rio de Janeiro May 2012- July 2012
 - Edited and finalized reports on climate change and alternate energy sources.
 - Organized and managed side events at the Rio+20 Conference.
- Assistant, CMS Event Management August 2012-December 2012
 - Organized at home track and field events.
 - Managed athletes during track and field events.
- Volunteer teacher, Pomona Hope Kids, Pomona, CA September 2011- September 2012
 - Assisted children from low-income backgrounds with their homework.
 - Organized and advertised fundraising events.

SKILLS

- Microsoft Office: Microsoft Excel, Powerpoint and Word.
- Social media: Instagram, Twitter, Facebook, Pinterest and Tumblr.
- Languages: Conversational and written English (fluent), Conversation and written Hindi (fluent), Conversation and written Spanish (basic).
- Certified in CPR and AED