

# Hardik Gaur

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Web: <https://bit-guru.github.io/about-me/>

## SUMMARY

Research driven graduate with experience in a university setting with organizing activities, managing logistics, and facilitating effective communication between diverse stakeholders. Proven ability to work in dynamic settings solve problems proactively, and maintain attention to detail. Passionate about science outreach and communication as well as contributing to the smooth delivery of high-impact events.

## PROFESSIONAL WORK EXPERIENCE:

### **Strategy and Policy Officer (Part time)** | Pint of Science, Melbourne: *March 2025-Present*

- Primarily responsible for engaging with diverse stakeholders including researchers, local councils and institutions to foster collaboration for the organisation's science outreach goals.
- Create infographics and written media for distribution to a wider audience and inculcate scientific temper
- Prepare reports and presentations for internal and external stakeholders to communicate the impact and progress of the organisation's programs as well as senior leadership.

### **Rental Team Member-(Casual)** | Air met Scientific Pty Ltd, Melbourne: *Jan 2025 – Feb 2025*

- Responded to a variety of client enquiries regarding equipment availability, functionality, and booking procedures, ensuring accurate information was provided in line with company guidelines.
- Coordinated booking schedules for scientific equipment rentals, managing availability, preparation timelines, and logistical details to meet client and organisational needs.
- Worked collaboratively in a team environment, contributing to smooth daily operations and adapting effectively to changes in priorities or last-minute requests.

### **Research Assistant** | Faculty of Information Technology, Monash University: *Jun 2024- Dec 2024*

- Carried out original and innovative research independently as a part of a lab in the faculty of IT.
- Additionally, liaised with supervisors and lab members to align deliverables with project timelines, ensuring a collaborative and well-organised research process
- Supported coordination of activities between academic staff and universities resources by helping manage research logistics and troubleshooting with technical systems.

### **Finance Officer** | Monash High Powered Rocketry, Melbourne: *Jan 2024 to Dec 2024*

- Liaised with internal team members, university finance staff, and external sponsors to coordinate funding and address financial queries handling a budget of around \$45,000
- Responsible for budgeting, financial planning and logistics for all sub teams, contributing to assisting in seamless technical delivery.
- Managed financial reimbursements to team members and tracked team expenditures, maintaining accurate records in line with university financial procedures.

**Control and Dynamics Engineer** | Monash High Powered Rocketry, Melbourne: *Jan 2024 – June 2024*:

- Created launch simulations, contributing to the analysis and validation of dynamical systems for rocket flight, served as the sole graduate student on the team.
- Developed and tested airbrake control algorithms to optimize vehicle stability and performance during flight.
- Leveraged Machine Learning Models to provide a window for launch based on actual weather data.

**Analyst - Intern** | CRMNEXT, Delhi, India: *Jul 2021 – Oct 2021*:

- Assisted in managing customer interactions through CRM tools (Zoho); updated records, tracked support tickets, and maintained customer engagement logs.
- Responded to customer queries via email and chat with a focus on clarity, empathy, and resolution speed.
- Supported the marketing and support teams by linking CRM insights with content updates—making sure high-traffic questions were addressed proactively.

## EDUCATION

**Monash University – Master's degree: Data Science**

**Relevant Coursework:** Bioinformatics, Project Management, Introduction to Research, Data Visualisation, Database Management.

**University of Paris Saclay – Diploma in Large Scale Facilities for Global Health**

**Relevant Coursework:** Biological research in large scale medical facilities (Lab & Coursework)

**Indraprastha University, Delhi – BS degree: Computer Science and Engineering**

**Relevant Coursework:** Core Engineering Units, Technical Communication, Data Governance and Ethics, Business Processes and Modelling.

## SKILLS:

**Communication & Collaboration:** Email & Report Writing, Cross-functional Teamwork, Client & Sponsor Communication,

**Tools & Platforms:** Microsoft Office Suite, MailChimp, Zoho, WordPress, Coupa

**Technical Skills:** Technical Troubleshooting, Programming, Data Visualisation, Photography

## VOLUNTEERING & CONFERENCES:

**Attendee at NUS Singapore- IMSC Conference:** Representing Monash University

**Volunteer at Jock Marshall Environmental Reserve** at Monash University, Clayton Campus

