

MEETRA JAVED

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EDUCATION

Harvard Business School, HBX CORE

June 2015-August 2015

Credential of Readiness Program

- Intensive 11 week program comprised of three courses: Financial Accounting, Business Analytics, Economics for Managers.
- Interactive experience that sets the foundation for mastering key business concepts

SUNY Purchase

Graduated April 2015

Bachelor of arts

Major: Liberal Arts

Minor: Biology/Pre-Med

RELATED EXPERIENCE

MacAndrews & Forbes

July 2015 - November 2015

Current Events Editor, Floater

- Created and maintained executive report regarding developments of mergers and acquisitions. Report circulated to key decision makers on a daily basis.
- Utilized Salesforce CRM system in compiling and analyzing potential investment opportunities.
- Provided clerical and administrative support including heavy calendaring, document editing, and contract tracking.

Circus, iPhone Startup

April 2015 - September 2015

Media Strategist (project based)

- Developed and implemented online digital strategy for iPhone app based on social media connecting friends at events; increased Social Media presence by 100%
- Copyrighted creative marketing ideas and assisted CEO in presenting at events during application launch

JMP Verdant, PR Firm

September 2014 - March 2015

Project Manager

- Spearheaded initiatives that increased organizational success for film campaigns while maintaining effective relationships with various production companies, directors, and talent to assist CEO in strategy and pitching for press coverage at outlets such as The N.Y. Times, Huffington Post, Vice, etc.
- Edited press releases for HBO Documentaries and Vulcan Productions; sent daily press emails to various clients; covered and organized press screenings and events for various clients.

NYU Tisch School of Arts (Stonestreet Studios)

April 2014 - August 2014

Manager/Director of Productions

- Marketed studio to Backstage magazine, increasing number of registered students, and trained new interns.
- Drove social media campaigns spanning Facebook and Vimeo, increasing social media following and activity by 50%
- Utilized Constant Contact to create weekly editorial style releases for update on Studio highlights
- Supervised studio by regulating maintenance of classrooms, schedules, cameras and setups for NYU students

Viacom, MTV

January 2013 - May 2013

Intern

- Researched current global events contributing to monthly trends and culture write ups
- Wrote and pitched a True Life series pitch to executives
- Assisted in production/post-production of TV shows and interviews; assisted in Pantene ProV MTV award promo

VICE, Magazine

Various 2012 - 2015

Freelance Translator

Freelance Assistant: Showtime, Viacom MTV, Wider Brothers Films, HBO Pilot Rock n Roll Project, FOX

PERSONAL ACHIEVEMENTS AND ACTIVITIES

CNN Published Photo, CNN Women's Day , Directed and produced Women's Rights Video Story, *Haq Bakshish*

Skills: | Microsoft Office Suite | JSTOR | Constant Contact | Salesforce | Fluent in Urdu | Social media campaigns | Television, film, & documentary production support | Research | Vertical Response

Languages: English, Urdu