

# Diya Chawla

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## EDUCATION

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|--|---------------------------------------|
| <b>Lady Irwin College, University of Delhi</b>                             | New Delhi, India                      |
| • <i>Bachelor of Education (B.Ed)</i>                                      | <i>Aug 2025 – Jul 2027 (Expected)</i> |
| <b>Institute of Home Economics, University of Delhi</b>                    | New Delhi, India                      |
| • <i>B.Sc Home Science (Fabric &amp; Apparel Science) – First Division</i> | <i>Nov 2022 – Jul 2025</i>            |

## EXPERIENCE

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|---|----------------------------|
| <b>Kriti and Co</b>   |                            |
| • <i>Event Management Intern</i>  | <i>Dec 2025 – Feb 2026</i> |
| ○ Supported end-to-end execution for the Samode Bagh event by assisting pre-event coordination, supporting the run-of-show on ground, managing quick handovers, and helping with post-event wrap-up.            |                            |
| ○ Planned and tracked logistics through movement plans, team call times, detailed checklists, inventory counts, and follow-ups, ensuring teams and materials were site-ready before setup timelines.            |                            |
| ○ Coordinated decor and production execution as per the approved brief, supervised placements and finish checks during setup, and resolved last-minute gaps quickly to protect the event timeline.              |                            |
| ○ Worked on event creatives and collaterals by coordinating digital content and print requirements, aligning deliverables with stakeholder approvals, and maintaining consistency with the event look and feel. |                            |
| <b>Event Firms</b>  |                            |
| • <i>Freelance Sub-Lead</i>   | <i>Feb 2025 – Ongoing</i>  |
| ○ Led on-ground execution for luxury weddings by translating client expectations into detailed timelines, team allocations, and service standards that consistently delivered a smooth guest experience.        |                            |
| ○ Managed cross-functional teams including shadows, runners, and hospitality by giving clear task briefs, tracking progress across functions, and handling escalations in real time to maintain event flow.     |                            |
| ○ Coordinated closely with families and vendors to confirm production readiness, manage deliveries and setup sequencing, align sound and light cues, and ensure key moments ran exactly on schedule.            |                            |
| ○ Maintained event-day control by monitoring checkpoints, coordinating guest movement and backstage communication, executing contingency plans when needed, and protecting quality under tight timelines.       |                            |
| <b>Star Weddings &amp; Shubhthithi</b>  |                            |
| • <i>Social Media Marketing Intern</i>  | <i>Nov 2024 – Jan 2025</i> |
| ○ Built content strategies and reel concepts aligned with brand voice, campaign goals, and audience behavior to improve reach and consistency.  |                            |
| ○ Managed Shubhthithi's broadcast channel with a structured posting cadence, community engagement prompts, and content planning for sustained interaction.  |                            |
| ○ Planned trend-led monthly content calendars, coordinating hooks, formats, and posting schedules to strengthen brand visibility across platforms.  |                            |
| <b>Eurotex</b>  |                            |
| • <i>Interior Designer Intern</i>   | <i>Jun 2024 – Nov 2024</i> |
| ○ Assisted in end-to-end interior execution for the KBL Guest House project, supporting planning, on-site coordination, and quality control for deliverables.   |                            |
| ○ Captured client requirements and translated them into practical selections and site decisions (materials/finishes, functional layouts), balancing budget and timelines.                                       |                            |
| ○ Managed supply coordination and vendor follow-ups, supervising installation progress on-site to ensure correct measurements, finish quality, and timely completion.   |                            |

## POSITIONS OF RESPONSIBILITY

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|--|----------------------------|
| <b>Voices - The Mental Health Society</b>  |                            |
| • <i>President</i>   | <i>Jul 2024 – Jun 2025</i> |
| ○ Led campus-wide events, workshops, team operations, outreach, and department-level coordination.   |                            |
| ○ Organised Manasthiti, the flagship mental health fest featuring music therapy sessions, awareness activities, and student engagement programs. |                            |
| ○ Coordinated with counselors, faculty, and volunteers to ensure smooth event execution and meaningful participation.                            |                            |
| <b>Achal Welfare Foundation</b>  |                            |
| • <i>Volunteer</i>   | <i>Mar 2023 – Oct 2023</i> |
| ○ Conducted and supported awareness workshops, engaging local communities through structured sessions and on-ground coordination.                |                            |
| ○ Part of the core team for street mural art initiatives, planning themes and coordinating execution with volunteers.                            |                            |
| ○ Assisted with event-day logistics and volunteer coordination to ensure smooth, timely program delivery.  |                            |

## SKILLS SUMMARY

- **Tools:** Canva, Figma, AutoCAD, Adobe Photoshop, Microsoft Excel, Microsoft Word
- **Core:** Event operations & coordination, client & vendor management, logistics planning, decor execution, content strategy, reel production, influencer outreach, brand partnerships, market research