

Diya Chawla

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EDUCATION

- Lady Irwin College, University of Delhi** New Delhi, India
Bachelor of Education (B.Ed) Aug 2025 – Jul 2027 (Expected)
- Institute of Home Economics, University of Delhi** New Delhi, India
B.Sc Home Science (Fabric & Apparel Science) – First Division Nov 2022 – Jul 2025

EXPERIENCE

- Kriti and Co** Dec 2025 – Feb 2026
 - Event Management Intern
 - 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.
- Event Firms** Feb 2025 – Ongoing
 - Freelance Sub-Lead
 - 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.
- Star Weddings & Shubhthithi** Nov 2024 – Jan 2025
 - Social Media Marketing Intern
 - 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.
- Eurotex** Jun 2024 – Nov 2024
 - Interior Designer Intern
 - 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

- Voices - The Mental Health Society** Jul 2024 – Jun 2025
 - President
 - 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.
- Achal Welfare Foundation** Mar 2023 – Oct 2023
 - Volunteer
 - 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