

# ISHVA MEHTA

[ishva.mehta@rutgers.edu](mailto:ishva.mehta@rutgers.edu) | [linkedin.com/in/ishvapm](https://www.linkedin.com/in/ishvapm) | [ishvapm.github.io](https://github.com/ishvapm) | Princeton, NJ

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## WORK

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### Headstream Innovation (SecondMuse Capital) Y2I Youth Advisory Board Member

Remote  
Jul 2022 - Present

- Selected out of 100+ applicants across the U.S. to advise tech companies that have selected to be a part of Headstream Accelerator (SecondMuse Capital).
- Advise start-up founders about brand strategy, marketing, design, and promotion to attract Gen Z audiences; research influencers & launch new channels to help promote products.
- Provide feedback on effectiveness and user experience of youth-focused tech solutions.

### Plainsboro Free Public Library Circulation Assistant

Plainsboro, New Jersey  
March 2021 - Present

- Enter data in and manage book and patron inventory in the library's central software + excel database.
- Assist patrons in finding books, paying fines, and checking out, returning, or renewing books.
- Record and process inter-library loans; maintain incoming and outgoing item inventory.
- Responsible for custody and accounting of cash registers while providing excellent customer service.
- Prepare quarterly circulation reports to identify high-demand items and track circulation patterns.

### Write & Co Director

New Brunswick, NJ  
June 2021 - June 2022

- Director at a student-led, purpose-driven organization working to create and distribute free English-learning resources for non-English speaking students in New York-area public schools.
- Designed interactive online learning toolkits ([writenco.org/oneproject](https://writenco.org/oneproject)) and virtual read-aloud database.
- Designed and edited all [annual impact reports](#) & social media ([@writenco](#)) for the organization.
- Helped write research articles ([writenco.org/home/research](https://writenco.org/home/research)) highlighting pressing issues in education.
- Recognized as 1 of 100 Invisalign Changemakers across the country for efforts in the ed-tech industry.

### Center for Supportive Schools R&D Intern

Princeton, NJ  
September 2021 - June 2022

- Worked with Center for Supportive Schools (CSS) and NYC Department of Education to develop anti-HIB (harassment, intimidation, bullying) curriculum for New York Metropolitan Area youth.
- Created and published relevant surveys to highschoolers, and extracted and interpreted results.
- Created and published HIB infographics for the organization to incorporate in activity sheets and guides.
- Design pitch-decks, report findings to CSS Board and NYCDOE representatives, and recommend next steps to meet students' socio-emotional learning needs in schools.

### The Vidya Project Marketing Intern

New York City, New York  
March 2020 - August 2020

- Worked with the Executive Director on "Letters to the World" archive ([ourletterstotheworld.org](https://ourletterstotheworld.org)): compiled & published photos and interviews from NY students to analyze the impact of COVID on student life.
- Helped design [workbooks](#), infographics, and facilitate Zoom workshop sessions on menstrual hygiene, waste management, etc for "Changemakers Academy" students in rural India.
- Helped create research-backed training modules for slum school teachers in rural Sierra Leone + India.
- Revamped design: [vidyaproject.org](https://vidyaproject.org) and [@changemakers.academy](#); increased engagement by 40%.

## EDUCATION

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### Rutgers University - New Brunswick, Bachelors of Science

Expected: 2024

- Major: Economics and Computer Science; GPA: 3.94; Dean's List
- Selected Coursework: Financial Econometrics, Financial Accounting, Computer Programming with Java, Statistics

## SKILLS

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|-----------------------------|----------------------------------|--------------------------|
| • Customer Service          | • Data Analytics + Visualization | • Remote Work + Zoom     |
| • MS + G Suite + SQL + Java | • Communication + Negotiation    | • Proofreading + Editing |
| • Research + Report Writing | • Product Development            | • UX + Web Design        |
| • Time Management           | • Database Entry + Management    | • Project Management     |
| • Organization              | • Problem Solving                | • Market Research        |