

ISHIKA BAJAJ

ABOUT ME

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EDUCATION

Bachelors Degree

Lovely Professional University | 2020 - 2023 Student of

- B.Sc (Hons) Food Tech, CGPA- 8.04

Higher Senior Secondary

Ryan International School, 2018-

2020 Percentage- 82%

Senior Secondary

Ryan International School, 2006-

2018

Percentage- 79%

RELEVANT EXPERIENCE

Food Technologist Intern|Homeals| Feb 2022- July 2022

- Created plans and communicated deadlines to complete projects on time.
- Drove operational improvements which resulted in savings and improved profit margins.
- Improved operations through consistent hard work and dedication.
- Worked on food safety regulations, managed projects, and created content and social media posts.

Freelance Content Writer|Marketing Gears|Jan 2022= July 2023

- Create content for the company in different niches and create SEO-optimized content for blog posts.
- Added keywords, meta descriptions, and alt-image tags to increase SEO presence.
- Created monthly Excel spreadsheets to manage client projects and deadlines.

Freelance Content Writer|A1 Digital SEO| Jan 2022- June 2022

- Created content for the company's official website.
- Used Microsoft Word, Google Docs, and SharePoint to store and share completed documents.
- Researched industry-related topics by performing interviews and combing online sources.

Freelance Content Writer|ZEPNUR Health

New Delhi - July 2021 - April 2022

- Conducted extensive internet research to provide facts and statistics for articles and blogs.
- Added keywords, meta descriptions, and alt-image tags to increase SEO presence.
- Used Microsoft Word, Google Docs, and SharePoint to store and share created documents.

Student Volunteer Coordinator|Department of Student Organization| Feb 2022- Present

- University's Student Organization,
- Follow detailed directions from others.
- Handled visitors from various states under "Azaadi ka Amrit Mahotsav". Manage the backend for various online and offline events.
- Manage the university's main events.
 - Led a team of 10 volunteers in national level event "NOS-plan"

CONTACT

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SKILLS

- Teamwork
- Event Management
- Problem Solving
- Good Communication
- Quick Understanding
- Stress Management

TECHNICAL SKILLS

- SEO
- MS Word
- MS Excel
- WordPress
- Outlook
- Zoho
- Trello
- Project Management

LANGUAGES

- Hindi
- English
- French

Volunteer|Youth for Sewa| Jun 2022- Jul 2022

- Helped program leadership with planning and fundraising responsibilities. Maintained clean facilities to better serve program needs.
- Helped children learn by using innovative methods of teaching.

Public Speaker|Tanzanite| Jun 2021-Jan 2022

- University's Student Organization,
- Implemented Stories and Anecdotes into speeches to make information more entertaining.
- Researched Material Extensively before writing informative speeches.
- Made videos for social media posts.

Committee Member| Asana| Sep 2022- Present

- To regulate University's mess food. To check on food quality.

Content Writer|Supercreators|May 2022- September 2022

- Creating unique and quality content. Written on various niches.

Volunteer| Mahatvakanksha (NGO)|October 2019- September 2021

- Worked as a volunteer to provide quality education to all. Managed various events.
- Anchor in events

Volunteer| Youth For Sewa (NGO)|June 2022- July 2022

- Used innovative methods of teaching to teach the underprivileged. Worked here as a part of the Community Development Project.

Content Writer| Wabbit Free| Dec 2022- Feb**2023 Content Writer| Apna Writer| Nov 2022-****Present****CERTIFICATIONS**

Frech Proficiency A1 level (DELF) | Alliance Francais Delhi
March 2022

Food Quality Testing

August 2022, Food Yaari

4-years degree in Classical Music|Prayag Allahbad Samiti April 2018- May 2021

EXTRA-CURRICULAR

- Coordinated an event in August 2022 where the University had visitors from Vizag under the Azadi ka Amrit Mahotsav Scheme.
- Anchor in the training sessions organized by Food Yaari.
- Coordinated induction carnival at University.
- Coordinated university-level event One World.