

Applicant

EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO SAN DIEGO, CA BA. Economics GPA: 3.8/4.0 Expected Graduation: June 2024

WORK EXPERIENCE

Zeta, San Ramon, California

Summer Intern June 2022 • Daily tasks included providing assistance to the Marketing, HR and Executive teams.

- Completed various projects during the course of the 3 month internship. • Prepared numerous spreadsheets documenting, consolidating and organizing information that would streamline and increase the efficiency of the departments. • Designed presentations for the events team, helping them select vendors and consolidated spreadsheets into a readable format to share with upper management. • Researched best practices for onboarding, company culture and employee retention and documented best HR practices for these topics. • Created process flows for the HR department.
- Assisted the marketing department with event planning and coordination.

FORTIS HEALTHCARE Department of Mental Health & Behavioral Sciences

Psychology Intern June 2019 • Conducted interviews with patients to record and report their condition.

- Promoted the importance of mental health awareness using methods prescribed by the doctors. • Provided health related data analysis to the doctor for further action.

ISHH GUIDANCE & COUNSELING CENTER

Intern May-June 2019 • Performed and recorded template based mental health examinations and logged the data for further examination by the doctor.

- Used the template to record and identify behavioral issues by observing patients' reactions, action time, tones, coherence, relevance, mood, attention, concentration, memory etc.
- Summarized findings in a comprehensive report and presented to the head neuropsychologist.

HAMARI KAKSHA

Member 2016-2019 A social initiative undertaken by Strawberry Fields High School for educating underprivileged children.

- Taught basic English, Mathematics and Science to the underprivileged children from a nearby school. • Assisted in enhancing their linguistic skills by organizing fun interactive activities and puzzles. • Brought the children to my high school's computer lab and taught them basic computing skills.

SAHAYTA CHARITABLE WELFARE SOCIETY

Volunteer 2018 The mission of Sahayta (a non-profit organization based in India) is to provide holistic (financial, emotional and social) support to people afflicted with cancer.

- Assisted in the advertising campaign to promote various charitable events and helped increase participation. • Attended and reported various events on social media platforms. had everything needed for the conference.
- Assisted with the administration and organizational processes of the debating events during school hours.

SKILLS

Technical Skills: Microsoft Office, Google Suite