

# Shivil Sachdeva

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“Education is not the filing of a pail, but the kindling of a flame.”

## Skills

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- Energetic and driven attitude
  - Passionate and curious
  - Sharp problem solver
  - Consistent hard-worker
  - Engaging and Persuasive Speaker
  - Disciplined
  - MS Office Specialist [Word, PPT, Excel]
  - Fluent in Java, HTML, CSS, JS, PHP
  - WordPress
  - Angular, ExpressJS, NodeJS, nginx
  - Comfortable with Creative Cloud applications
  - Experienced in SEO Optimization
  - DoubleClick, Google Analytics, AdSense, AdWords, etc.
  - HubSpot
  - Maropost, MailChimp
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## Experience

Dec 2017 - present

### **Digital Coordinator** / The NonProfit Times LLC, Morris Plains NJ

Work with a publishing website handling well over 300,000 subscribers and numerous high-profile clients. Position involves reporting client data, analyzing business statistics, creating web/advertisement content — along with mail marketing campaigns, conducting SEO/SEM, and responding to client service requests. Also create and design newsletters, promotional advertisements, and webpages for clients working with NPT. Additionally, spend time managing the e-commerce side of the site, and promoting our digital products. Work with JavaScript, HTML, CSS, PHP (all integrated with WordPress), and Creative Cloud (Photoshop, Illustrator), etc., as well as marketing and back-end programs (cPanel, MySQL, etc.), on a day-to-day basis.

Nov 2017 - March 2018

### **Sales Associate** / MetroPCS, Woodbridge NJ

As a sales associate, maintained an awareness of the happenings on the sales floor and behind the counter. Organized inventory daily, produced daily cash reports, and had persuasive conversation with customers. Kept track of and pushed monthly promotions and deals. Troubleshoot phones and systems for customers and coworkers. Worked with many bilingual clients and aided coworkers in rhetoric with them. Initially led in sales and then kept a high ranking while being the only part-time non Spanish speaker. On top of that, assisted the manager in paying store bills, handled location allocations, created and organized reports for store staff.

Jan 2017 - present

### **Instructor /** Jaguar Brazilian Jiu Jitsu, Edison NJ

Develop the curriculum for, and lead kids classes [ages 5-15]. Consists of teaching techniques, coordinating exercises, and coaching students to medal in reputable tournaments [NJBJJF, NAGA, IBJJF]. Communicate with parents about student progress, develop works to be completed at home and reviewed during further inquiry, and motivate students to grow in all fields - academics, hobbies, and martial arts.

## **Experience Cont.**

Feb 2017 - present

### **QA Software Tester /** uTest.com

Completed a 5-week program to learn software testing. Went on to become a ranked tester on the uTest platform. Worked with one of the top ten testers on uTest, and participated in community events throughout New York city. Tested and reported bugs for iOS and Android apps [Deezer, Gett, Hipmunk, Google Search, Onavo Research Program]. Freelance work.

Nov 2016 - Aug 2017

### **Intern /** Excellent Business Consultants Inc., Seaford NY

Organized and maintained clientele information - updated records, kept track of events and meetings, arranged spreadsheets and schedules, inputted financial statements into system [QuickBooks], responded to telephone [multi-line phone system] and engaged in rhetoric with clients, maintained a well-ordered work space.

Jun 2014 - Sep 2015

### **Exhibit Director /** Liberty Science Center, Jersey City NJ

Managed specific exhibits in the way of researching then-current events, presenting them to visitors, and staying up-to-date with incoming information. Assisted in missing peoples' predicaments, performing experiments, and overall assisting and engaging with families/children. Volunteer position [127 community service hrs].

## **Education**

June 2016

### **High School Diploma /** John F. Kennedy Mem. HS, Iselin NJ

- Varsity Swim Team
- AP Student [Chemistry, Psychology]
- High SAT scores [1870/2400]

June 2018

### **B.A. Computer Science /** Middlesex County College, Edison NJ

- Java Fluent
- Dean's List
- Phi Theta Kappa National Honors Society

## **Summary**

A full-time college student, part-time martial arts coach, active martial arts competitor, avid surfer, and freelance app tester and software/application developer. Fluent in two languages - Hindi and English - and can hold short conversations in Spanish. Willing to be uncomfortable in order to be comfortable! Looking to continuously learn and grow.