SWATI SINGH

Lucknow, Uttar Pradesh

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EDUCATION

Vellore Institute of Technology, Bhopal   **2021 – 2025**
*B.Tech - Computer Science and Engineering - **CGPA** - **8.08***   *Bhopal,Madhya Pradesh*

Almighty Montessori Inter College, Lucknow   **2020 – 2021**
*Intermediate - **Percentage** - **72.4***   *Lucknow,Uttar Pradesh*

Almighty Montessori Inter College, Lucknow   **2018 – 2019**
*High School - **Percentage** - **77.33***   *Lucknow,Uttar Pradesh*

PROJECTS

Social Service Campaign | NSS Club   **2022**

- Spearheaded a cleanliness drive in a local village, mobilizing 30+ volunteers to improve sanitation facilities.
- Conducted workshops on hygiene and waste management for 100+ residents, enhancing community engagement.
- Collaborated with local authorities to ensure sustainability of the initiative, showcasing teamwork and problem-solving.
- Secured a reduction in waste accumulation within the village within three months, demonstrating measurable impact and effective execution.

Employee Engagement Survey | Tools Used: SurveyMonkey, Excel, PowerPoint.   **May 2024**

- Conducted an employee engagement survey using SurveyMonkey, collecting responses from 100+ employees.
- Analyzed survey data in Excel and created a PowerPoint presentation to share findings with leadership.
- Enabled CRUD operations (Create, Read, Update, Delete) for seamless content management.
- Proposed actionable recommendations to improve workplace satisfaction.

SKILLS

- **Communication:** Public speaking, report writing, and interpersonal skills.
- **Leadership:** Team management, conflict resolution, and decision-making.
- **Organization:** Event planning, time management, and multitasking.
- **Project Management:** Trello, Asana, Monday.com.
- **Social Impact:** Community engagement, volunteer coordination, and advocacy.
- **Productivity:** Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides).
- **Collaboration Tools:** Google Workspace (Docs, Sheets, Slides, Gmail), Slack, Microsoft Teams.
- **Data Analysis:** Tableau, SurveyMonkey, Google Forms.

KEY ACHIEVEMENTS

- Led a team of 20 volunteers to manage registrations, promotions, and on-site operations for an inter-college cultural fest, improving event efficiency, and receiving accolades for flawless coordination.
- Organized a college-level technical symposium with 500+ attendees, coordinating 15+ workshops and guest lectures, while managing logistics, schedules, and volunteer teams to ensure seamless execution.
- Recognized as "Best Volunteer" by NSS Club for dedication to community service initiatives.

EXTRACURRICULAR

- Core Member – Meraki-Fine Arts Club, VIT Bhopal (April 2022-2024).
- Core Member – NSS Club, VIT Bhopal.