

Dear Mr. Greer,

I am interested in working as Community Advocate at the Centre for Residence Life at RIT. I have experience teaching kids and handling my co-volunteers from as a volunteer for an organization called "Make A Difference" where our primary aim is to eradicate the inequality in the Indian society by teaching English Language to underprivileged kids. I was the "Camp Lead" for what we call the "Dream Camp" for kids. We took them out to a resort for a 3 day camp introducing them to various professions and involving them in career building activities apart from guest lectures my prominent people in their respective fields. As the camp lead, I was responsible for handling 30 people from four different verticals viz. Session Planners, Logistics Experts, Money Makers and Public Relations. This gave me a very valuable experience in handling people with different mind sets, resolving their differences and getting work done and I would be thrilled to continue the same at the Centre for Residence Life too.

I was in the forefront for organizing many student activities all through my college life and was also the co-ordinator of this club called "Prakriti (Nature)" for one year at KL University, my under grad institution.

I have already gone through the duties and responsibilities and I am sure that I will be able to give my best. Although, I don't have a degree in psychology, I believe that my experience has given me a very good understanding of human psychology and I can confidently say that I am very good at psychology. Also, I have all the mentioned qualifications apart from the American sign language but I am willing to learn it.

I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

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Objective:

Seeking the position of Community Advocate at the Center for Residence Life, Rochester Institute of Technology where I can use all my prior experience and skills to the best effect.

Education:

Koneru Lakshmaiah University, Andhra Pradesh, India

Department of Mechanical Engineering

Bachelor of Technology, Degree Expected: May 2013

CGPA: 7.21/10 ; Specialization in Manufacturing

Sri Chaitanya Cooperative Junior College, Andhra Pradesh, India

Board of Intermediate Education

Class: 12th Year of Completion: 2009 Percentage: 88.2

Experience:

Make A Difference (MAD)

08/11 - present

Teaching Volunteer/ Mentor

Responsibilities: Teaching Cambridge English Curriculum to the underprivileged kids in shelter homes on weekends. I'm the mentor for a batch of 20 teaching volunteers where I have to monitor their performance regularly, take feedback and motivate them to make sure the classes are effective. I also organized a camp for 150 kids which we call "The Dream Camp". I was the camp lead and had to manage all the four verticals viz. Session Planners, Money Makers, Public Relations and Logistics. Being part of MAD was one of the best things I have ever done.

Navata Road Transport

07/12 - 11/12

Trainee Engineer: Practice school Program (7th semester)

Responsibilities: I was in-charge of their automobile workshop where I had to deal with a lot of skilled workers. My daily job involved monitoring the status of the vehicles in the workshop continuously and updating the Works-Manager with the reports. I also proposed a more effective algorithm for scheduling the jobs to the workers.

Installing a Solar Charging Utility

Innovation Centre, Koneru Lakshmaiah University

Responsibilities: Developed a structure which used solar power to charge laptops and also added to the aesthetics of the college campus. Highly appreciated by all and approved with full funding by the University.

Skills:

Engineering Simulation Software: AutoCAD, Ansys, Pro E
Finite Element Pre-Processing Software: Hypermesh
Algorithm development environments: MATLAB
High-Level Languages: C, C++
Microsoft Office: Word, Excel, PowerPoint

Achievements:

Presented a paper on "Overview of Green Supply Chain Management in Indian Manufacturing Companies." at National Institute of Technology (NIT), Warangal
Presented a paper on "Cellular Manufacturing" at a Technical Fest
Authored a research paper titled "The importance of Transportation & Logistics in Green Supply Chain Management" (ISSN: 2278-3075)
Organized the National Technical Fest "Samyak-2011"
Received the "Best Volunteer" award at Make A Difference
Organized several departmental activities like technical quizzes, debates, etc
Organized a one day tour program for all my batch mates