****

Contact: **+91 8860463024**

E-Mail: [shreyagupta509@gmail.com](mailto:shreyagupta509@gmail.com)

Location: New Delhi, India

**SHREYA GUPTA**

**Program Coordinator**

Insightful experience of **over 3 years** in

* Delivering breakthrough event insights and program results using problem-solving, people and team management skills
* Planning and organizing social activities and think innovatively while balancing program needs with organizational goals
* Handling fund raising, administration excellence and resource optimization in an ever-evolving, rapid growth environment

***Core Competencies***

|  |  |  |
| --- | --- | --- |
| * Social Program Planning & Monitoring * Event Management * Reporting & Documentation * Social Perceptiveness & Child Welfare | * Strategic Project Planning * Training & Capacity Building * Volunteer & Vendor Management * Survey & Data Collection | * Networking * Relationship building * Operations Management * Liaison & Coordination |

◼ **PROFILE OVERVIEW**

***Program Coordination (Social Development & Community Development):***

* Accomplished in overseeing all aspects of noteworthy community programs/ events aligned with organizational priorities
* Strong work ethics towards nurturing a culture of good stewardship, and transparency at all levels of social projects and high-valued events to ensure successful event execution

***Administration Management:***

* Financial Acumen in carrying out fundraising efforts with highest ethical standards and supporting administration functions in a community outreach organization
* Strong approach to ensure a clear administrative reporting system and facilitating effective team dynamics

***Focus on Welfare:***

* A valuable Team Leader with proficiency in setting up relevant social welfare program’s goals and frameworks to focus on supporting social causes within the community and government guidelines
* Skilled at organizing appropriate resources for programs while determining requirements and long-term benefits

***Relationship Management Expertise:***

* Outstanding success in building and maintaining working relations with key corporate decision makers, agencies, business partners and stakeholders (internal & external)
* Ability to handle numerous donors while working in a volunteer-based organization; train/ handle volunteers at a large scale
* Efficiently worked with CSR of companies like Nykaa, Shein, Eureka Forbes, Kidzania, HPCL, ITC and Amazon

***Professional Traits:***

* Critical thinker, influential leadership, coaching and people management skills, adept in leading change in a complex environment deep sense of admiration and loyalty towards event funds optimization
* Committed to professionalism, highly organized, excellent analytical, problem solving & communication skills

◼ **EDUCATION**

**2015 || Bachelor of Arts (Economics and English) 🞂** Lakshmi Bai College, University Of Delhi**;** 75%

**2012 || XII (Senior Secondary), Commerce 🞂** CBSE Board, JD Tytler School, New Delhi**;** 83.75%

**2010 || X (Secondary) 🞂** CBSE Board, JD Tytler School, New Delhi; CGPA 7.8/10

***Technical Skills***: MS Office Suite, SALESFORCE

***Voluntary Assignment:*** Make-A-Wish Foundation (July 2015- November 2016)

Robin Hood Army (September 2019- November 2019)

◼ **CAREER REVIEW**

**Assistant Program Coordinator 🞂** [**Make-A-Wish Foundation**](https://www.makeawishindia.org/) **| Dec’16 - Aug ‘19**

*Growth Path*: **Administration Assistant** | Dec ‘16 - Apr ‘19 🞂 **Assistant Program Coordinator** | Apr ‘19 – Aug ‘19

*Overview:*Visited hospitals and interacted with children who have a life-threatening medical condition and identified innermost wish of a child**.** Interacted with different types of parents and supported parents/children in hospitals.Met regularly with doctors for feedback of wish effects and attended monthly volunteer meetings and ongoing training programs.

*Highlight:* Chosen to give lectures to school and university students who want to become more involved in social sector.

*Responsibilities:*

* Designing, implementing and strengthening the scope of various programs based on social welfare in close coordination with donors, partners, vendors, and more
* Planning fundraising events and fund allocation and handling overall management of the chapter including maximizing outreach and quality output
* Addressing social issues to facilitate development of community-driven projects and ensuring timely completion of plans
* Planning and organizing events all around the year; handling relations with partner organizations and other external parties
* Managing FURS update, maintaining data related to wish kids and handling effective program communication with the team and partner NGOs including website content and annual reports
* Delivering administrative support by establishing training sessions, program administration benchmarks, and resources
* Responsible for recruitment and retention of volunteers and aligning their skills with organizational objectives
* Coordinating with hospital administration and doctors to maintain relations and increase wish kids referrals, planning wishes of referred children and ensuring quality in wish fulfillment process
* Maintaining relations with wish families, donors and vendors and managing and ensuring accuracy of Salesforce data
* Organizing the key business information and maintaining the integrity and confidentiality of detailed reports/documents
* Applying consistent & progressive initiatives towards building partnerships with stakeholders and project teams
* Providing networking opportunities to companies to collaborate for innovative projects or scale up existing initiatives

**Program Coordinator 🞂 ROOTS NGO| Nov’19- Present**

* Handling the entire Delhi project which includes their donors, partners, interns and volunteers.
* Generating fundraising pitch
* Onboarding new partners and donors
* Various event management