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Richmond

London, United Kingdom

LINKEDIN URL

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RELEVANT COURSES

- Training & Development
- Organizational Communication
- Career Management
- Principles of Public Relations
- Crisis Communication
- Public Speaking

SKILLS

- Microsoft Office (VLOOKUP, PIVOT)
- Mentoring
- Detail orientation
- Social Media
- Multi-tasking
- Risk-taking
- Communication
- Conflict Resolution

INTERESTS

- Guitar
- Reading
- Soccer
- Sailing
- Swimming

VOLUNTEER EXPERIENCE

SUMMARY

Recent college graduate of University, having completed a double major in Human Resource Management and Communication. Collaborative and a self-starter, having previously occupied roles in mentoring, journalism, fieldwork, and office administration.

EDUCATION

| New Jersey, United States May 2018
BA: Human Resources Management, Communication (Public Relations)
Dean's List (Honors) | Spring 2018

EXPERIENCE

Nov 2018 – Present

Data Entry Representative (Contractual Basis)

- Compiled spreadsheet consisting of lead architect, engineer, and contractor contact and project details of 258 firms
- Accessed multiple databases, websites, and architectural journals to retrieve desired information
- Verified data by cross-referencing collected information with various sources
Routinely relayed updates regarding projects

Administrative Assistant

Summit, New Jersey May 2018 – Oct 2018

- Organized, scheduled and recorded patient appointments
- Responded to patient inquiries via phone and email
- Faxed patient information to medical providers and hospitals
- Routinely maintained confidential information in the form of patient files

Immersion Program Member

Dhaka, Bangladesh Aug 2017 – Sep 2017

- Chosen among several applicants to join the Immersion Program, an initiative founded by I
- Mediated sessions in neighboring villages organized by villagers concerned with loan collection/distribution
- Interacted with villagers and visited their local businesses that were established with micro-loans
- Collected loan data from branch, area, and zonal offices situated in various villages
- Collaborated with peers and led final presentation upon conclusion of the program

Intern

Dhaka, Bangladesh Jun 2015 – Aug 2015

- Wrote and edited pieces on culture, politics, recreation, social media, etc.
- Collaborated with teammates in pitching and brainstorming ideas for upcoming projects
- Accomplished tasks with regards to priority and attention to detail
- Conducted photoshoots for a yearly edition magazine

Student Advisor/Mentor

| School Dhaka May 2014 – May 2015

- Briefed students on the college application process and proof-read essays
- Conducted presentations in front of 30+ high-school juniors and seniors
- Held Skype sessions, communicated with, and resolved student queries via email
- Researched individual American universities to provide helpful information to students detailing college rankings, majors and minors offered, etc.

*Recommendations can be provided upon request