

## EDUCATION

**American University**, Washington, DC May 2023  
Bachelor of Science in Data Sciences for Political Science, Minor in Literature  
*Honors*: SPA Certificate Program in Advanced Leadership Studies  
Major GPA: 4.0  
Cumulative GPA: 3.91  
**Lynbrook High School**, San Jose, CA June 2019

## EXPERIENCE

*Undergraduate Intern, NIWAP (National Immigrant Women's Advocacy Project)*, Washington, DC June 2021-present

- Invent an efficient digital outreach system to connect with national advocacy groups and organizations
- Organize virtual community events with attendees from around the country to discuss topics surrounding victim advocate practices
- Manage social media presence for organization on platforms like Twitter (over 500 followers) and LinkedIn
- Re-organize database of over 3000 digital resources in NIWAP web library
- Update and upload over 100 training materials for local, regional, statewide, and nationwide trainings and webinars on official website

*Member, SPA Leadership Program*, American University August 2019-present

- Analyzed policy initiatives to craft policy memos on low high school graduation rates in Washington DC and California education curriculum regarding diversity
- Released a resume and cover letter guide for DC student communities lacking professional resources
- Developed a dynamic data-driven website to make multicultural educational resources more accessible for California elementary schools
- Connect theoretical leadership studies with internship work to improve personal understanding of leadership

*Content Writing And Marketing Intern, Clutch*, Washington, DC November 2019-April 2020

- Conducted market analysis about business services in industries like mobile app development and human resources
- Wrote marketing collateral, such as blogs and press releases, for companies featured on Clutch directories (located around the world)
- Participated in lessons and meetings on topics like online marketing, business development, editorial best practices, and management skills
- Codified and analyzed large quantities of data from marketing collateral database for over 1000 featured companies with detailed spreadsheet management; Presented a report to improve future work operations

*Team Lead, XXHacks*, Mountain View, CA May 2017-May 2019

- Supported team of 6 for event organization and management of XXHacks at Symantec World Headquarters, a free hackathon for young women in the Bay Area to encourage Women in STEM
- Contacted and met with representatives from sponsor companies such as Symantec and Google to raise over \$3000 in funds and merchandise
- Designed graphics and conducted creative outreach to neighboring high schools and communities, resulting in over 150 signups for event

## CAMPUS INVOLVEMENT

*Professional Development Chair, Sisterhood for International Engagement*, American University June 2021-present

- Collaborate with professionals in the Washington DC area to bring professional development discussions to organization members
- Plan resume and cover letter workshops, mock interview series, and presentations to support career building for members

*Director of Web Development, Student Government: Secretary's Cabinet*, American University February 2021-May 2021

- Operated Squarespace to maintain, update, and organize primary website for an audience of over 8000 undergraduate students
- Interacted with cross-functional teams within fast paced environment of student government to update website content
- Conceptualized a solutions-oriented plan with enhancement suggestions, such as an on-site feedback form and master calendar

**Asian American Student Union**, American University December 2019-present

*Digital Media & Communications Director* December 2019-November 2020

- Created graphics and retained active social media engagement through an organizational Instagram account resulting in organic increase of followers by over 15% across 4 months; Managed organization's email and sent out biweekly newsletters to over 300 active subscribers

*Co-President* December 2020-July 2021

- Advocated for inclusive AAPI community at university through transcultural events and discussions
- Launched new social media projects such as "Humans of AASU" which recognizes organization members and "Senior Advice Video" which connects graduating college seniors with underclassmen through a video series
- Led student officer team through remote work environment while maintaining high levels of productivity

*Humans of AASU Content Curator* August 2021-present

- Document stories and experiences of AAPI students on campus through an accessible social media platform

## SKILLS

- *Computer*: Microsoft Office products (Word, Powerpoint, etc.), G-suite products (Docs, Sheets, etc.), Pages, Canva, Keynote, Stata, SPSS, Bootstrap templates, Salesforce, HubSpot, GitHub, SurveyMonkey, Mailchimp, Quickbase
- *Programming Languages*: Python, HTML, CSS, R, Java
- *Languages*: Hindi (fluent), Assamese (fluent), Spanish (novice)