

CONTACT INFORMATION

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MALAIKA RAVINDRAN

JOURNALISM AND POLITICAL
SCIENCE STUDENT

Education:

American University: *May 2022*

Washington, DC

Majors: Journalism

Minor: Political Science

Activities: School of Public Affairs

Leadership Program

Campus Involvement:

Phi Mu Fraternity

American University South Asian

Student Association

American University In Motion Dance
Team

Skills:

Adobe Premiere Pro

Adobe Audition

CSS/HTML

iMovie

Photography

Canva

Quantitative Data Organization - Excel

Experience:

The Sheroes Project *January 2021-Present*

Director of Operations

- Create marketing content to promote the organization's brand
- Work with the Executive Director to host and produce interviews.

The Ray Highway *August 2020-December 2020*

Social Media Intern

- Worked with the Director of Communications in creating graphics to post on social media platforms.
- Crafted the social media schedule and calculated the monthly social media analytics.
- Assisted the director on scheduling social media posts.

American University *February 2020-August 2020*

Orientation Leader

- Introduced incoming students to American University
- Provided incoming students with campus resource information

Collabera Inc, Basking Ridge, NJ *July 2019- August 2019*

Learning and Development Team Intern.

- Supported the Learning and Development Team in training and learning sessions that were conducted through the summer.
- Assisted the team on a multisession Microsoft Excel training program conducted for the rest of the company's employees, and designed documents to help the learners visualize all of the main functions of Excel.

U.S. India Strategic Partnership, Washington D.C

January 2019 - May 2019

Social Media Intern

- Assisted the Director of Communications in posting about events on social media

Leadership:

American University In Motion Dance Team Choreographer

January 2019 - March 2020

- Designed group dances to be performed at the end of semester showcase.

Phi Mu Fraternity Alumnae Relations Chair

January 2019 - April 2019

- Contacted alumnae and current members of the organization to celebrate the creation of the organization.