

Pooja Rawat

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WORK EXPERIENCE:

Content Head Intern - The Lantern Tribe | April 2024 - July 2024 | [Certificate](#)

- Developed and synthesized content for **20+** projects, ensuring high-quality output.
- Increased viewership by **3x** and engagement by **2x** through strategic content planning.
- Managed a team of **15**, enhancing collaboration and efficiency by **20%**.
- Authored and posted **40+** research-driven articles, leading to a **25%** increase in social media engagement.

Human Resources Intern - Pehchaan | December 2023 - May 2024 | [Certificate](#)

- Spearheaded the recruitment process and successfully recruited **45** top-tier interns, and enhanced team performance.
- Represented Pehchaan at Delhi University, connected with **500+** interns, and expanded the organization's visibility.
- Optimized recruitment strategies by analyzing application trends, resulting in a **20%** reduction in the time-to-hire.
- Managed records of **45+** interns, documenting recruitment data over a three-month period.
- Drove a **30%** increase in applications for internship and volunteer positions through targeted organizational initiatives.
- Promoted to Team Leader and coordinated and mentored a team of **20+** interns to achieve project milestones.

SKILLS:

- **Technical Skills:** Proficient in Microsoft Word, Excel, ATS Software (e.g, Workday), Google Sheets, and Content Management Tools (e.g., WordPress).
- **Soft Skills:** Strong Verbal and Written Communication, Effective Leadership, and Strategic Planning Abilities.
- **HR Skills:** Skilled in Talent Acquisition, Employee Recruiting, Employee Onboarding, HR Data Analysis, and Employee Sourcing.

EDUCATION:

Bachelor of Science in Life Sciences - Indira Gandhi National Open University, Delhi, India | Expected Graduation: September 2024 | Relevant Coursework: Data Analysis, Entrepreneurship, Human Resources Management, Business Communication.

12th Grade - Great Mission Public School, Uttarakhand | Graduated: March 2021 | Score: 88%

10th Grade - Great Mission Public School, Uttarakhand | Graduated: March 2019 | Score: 84%

EXTRA-CURRICULAR ACTIVITIES:

Hobbies: Networking, Debating, Volunteering, Reading.

Certificates:

- **Human Resources Management** - IIM Ahmedabad
- **Effective Business Communication** - IIM Bangalore.

Awards and Achievements:

- Won 5+ school debate competitions, showcasing strong public speaking and strategic thinking skills.
- Competed in the 'HR Analytics Challenge' organized by IIM.
- Published Article in the annual magazine.

VOLUNTEER EXPERIENCE: Event Organizer - Girl Up Aayat | January 2024 - Present

- Championed women's empowerment initiatives, actively involving over **200 participants** and significantly boosting awareness of critical community issues.
- Authored a **1,200-word** article on the role of women in sports for Aagaz Magazine.
- Raised **INR 20,000**, enabling the organization to expand its outreach and impact.
- Led **8** events, driving a **30%** increase in participation for gender equality programs.

POSITIONS OF RESPONSIBILITY:

- Content Head Intern - The Lantern Tribe
- Head Girl - RRMS