

Sakshi Singh

C-10, Navrachna Apartments, Delhi - 110032 • sakshin493@gmail.com • Mob. No.: +91 7987 625334

Summary

Results-driven Educational Consultant with 1.5 years of experience in providing strategic guidance and support to educational institutions, students, and families. Expertise in curriculum development, educational planning, and instructional design. Proven track record of enhancing academic performance and improving educational outcomes through personalized and data-driven solutions. Strong communication and analytical skills with a commitment to fostering educational excellence.

Experience

JUNE 2024 – PRESENT

Student Consultant (Amity University)

iLeads Auxiliary Services Pvt. Ltd. | Noida, Uttar Pradesh, India |

- Provide personalized guidance to prospective and current students on university applications, program selection, and career planning.
- Develop and deliver workshops and seminars on topics such as application strategies, resume building, and interview preparation.
- Collaborate with academic departments to create and refine academic advising resources and tools.
- Analyze student data and feedback to assess program effectiveness and implement improvements.
- Assist students in understanding and navigating financial aid options, scholarships, and funding opportunities.
- Counseled students on academic planning, course selection, and career paths.
- Organized and facilitated orientation programs and information sessions for new and transfer students.
- Maintained up-to-date knowledge of educational trends, policies, and best practices.
- Developed training materials used by departmental staff when interacting with students enrolled at the university.
- Provided technical assistance when needed during meetings or presentations held on behalf of the university.
- Provided support for student organizations and extracurricular activities to foster a well-rounded educational experience.

APRIL 2023 – APRIL 2024

SR. COUNSELOR

AdVik Skill Fostering Group LLP | Nirman Vihar, Delhi |

- Engage prospective students through personalized counselling sessions, guiding them to confidently shortlist universities that align with their aspirations.
- Efficiently manage student registrations, ensuring a seamless transition into our counselling program while facilitating their journey towards academic excellence.
- Coordinate engaging IELTS classes and captivating demo sessions, empowering students with the skills needed for international success.
- Craft compelling webinar creatives and orchestrate informative sessions, captivating audiences with valuable insights into educational pathways and opportunities.
- Facilitate seamless admissions into pathway programs, empowering students to embark on their educational journey with confidence.
- Drive impactful social media marketing campaigns, leveraging captivating creatives to amplify our brand presence and engage with our audience effectively.
- Curate a comprehensive monthly task calendar, ensuring alignment with strategic objectives and facilitating seamless execution across all facets of our counselling services.

Skills

- Expertise in university admissions processes and educational advising
- Strong understanding of academic programs, career counseling, and financial aid
- Excellent communication and interpersonal skills
- Proficiency in MS Excel, Google Sheets
- Team Player

Education

- B.A. in Political Science -- Indira Gandhi National Open University
- Intermediate (Class 12th) -- P.C.M. Sheel Niketan Hr. Sec. School, Bhopal
- High School (Class 10th) -- Sheel Niketan Hr. Sec. School, Bhopal

Certifications

International Career Coach • Best Handwriting • Essay writing by State Bank of India • Autonomo Robo Explorer by MANIT • Networking certificate by HCL • P.C.B. Designing • Certificate of Nutrition by Nutrilite Awards and achievements State Dance competition • School coordinator