

NANDINI NEGI

Student In Training

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International House, St. Lucia



SUMMARY

Highly motivated and professional counselling student in training with a strong passion for working with children and adolescents and providing them with empathetic support.

Having worked closely with children from different backgrounds, I aim to make a positive impact in the lives of children. Proficient in active listening, therapeutic communication, maintaining confidentiality and ethical practice.

EDUCATION

Master of Counselling (2024 – Present)

The University of Queensland

BA Psychology and Philosophy (2020-2023)

Gargi College, University of Delhi

SKILLS

- Strong organizational and time- management skills
- Communication and interpersonal skills Conflict resolution
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

PROFESSIONAL EXPERIENCE

Namekart 2021-2023

- Worked as an Executive Assistant and HR at Namekart, an internet domain brokerage company
- Managed schedule and calendar of the CEO, scheduling and coordination of meetings
- Handled confidential information and documents with discretion and maintained their proper organization

INTERNSHIPS

Starlight Foundation, Australia - Ekka (2024)

- Starlight Foundation works for sick children
- Participated in a fundraising initiative aimed at supporting sick children
- Helped sell wands to raise money for the foundation and successfully raised \$500

Autism Society West Bengal (2021-2022)

- Autism Society West Bengal is a parent-led organization advocating for the rights of individuals with Autism Spectrum Disorder (ASD) in education, employment and social inclusion
- Worked closely with a batch of 10-15 children with Autism
- Organised activities for them including arts and crafts sessions, and Christmas celebrations and encouraged them to participate
- Designed yearly calendars and newsletters, edited videos

Desh Ke Mentor (2022 - 2023)

- Desh Ke Mentor is a Delhi government initiative for mentoring young kids, the nation's largest mentoring program
- Guided and supported students in their initial career planning stages by helping students make informed career choices
- Career counselled underprivileged young students of 11th and 12th standard by making them aware of the diverse set of careers to choose from
- Coordinated meetings and calls, follow-ups with them

Uddeshya Delhi (2021- 2022)

- Uddeshya is an organization that encourages, equips, and empowers youth to lead and drive sustainable change
- Worked under the office of Events in the Delhi Chapter of Uddeshya India (Registered under Societies Registration Act,1860)
- Organized events for social causes on a big scale

Sambhaj (2022-2023)

- Sambhaj is a non-governmental organisation (NGO) working for the welfare of underprivileged
- Interned in Sambhaj NGO as a social worker intern
- Distributed necessities to underprivileged families and kids
- Actively engaged in multifaceted projects encompassing environment sustainability, awareness programs, human resource initiatives, social media marketing, social work, and fundraising

Balajee Sewa Sansthan

- Balajee Sewa Sansthan is an NGO involved in spreading awareness about Health and Hygiene, water, sanitation, education and Social evils prevalent among economically and socially disadvantaged people
- Worked on spreading awareness on projects - HIV-AIDS (TI); Financial Literacy and Anti Tobacco Program
- Designed T-shirts and logos for campaigns

Bhumi NGO

- BHUMI is a non-profit organisation dedicated to promoting education, community welfare, and environmental conservation
- Interned as a Data Entry Intern at Bhumi NGO
- Managed daily calls, diligently completing tasks and maintaining essential data in Excel
- My primary responsibility involved persuading and collaborating with non-profit organizations and NGOs, contributing to impactful social initiatives.

Aashman Foundation

- Aashman foundation is an NGO working for single income family widows, Widow & Women Empowerment
- Compiled and edited videos for their social media page, demonstrating creativity and proficiency in video production