

# ROOHI SHARMA

Psychology and HR intern

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## CORPORATE EXPERIENCE

### NOVA BUILDINGS, Singapore

JANUARY 2022 - PRESENT

- The full process of recruiting activities (not limited to screening), arranging and coordinating interviews
- New hire setup
- HR templates, reports, and analysis
- IT inventory, updates and maintenance
- Ad-hoc projects
- Regional exposure as well (Malaysia, Thailand, Indonesia, and Vietnam)

### FEMTECH PARTNERS, Singapore

OCTOBER 2021 - PRESENT

- Recruiting new interns for the organization
- The editorial team for the corporate "super app book"
- Writing articles
- Secondary research on topics for articles and for upcoming business proposals
- Drafting study materials for lectures given by Neha Mehta in universities.

### MINDS, Singapore — *employment facilitator*

JULY 2021- PRESENT

- Closely working with individuals with autism spectrum disorder
- Facilitating in job placements and training individuals with autism

### AUTOBAHN MOTORS, Singapore - *project intern*

JULY 2021 - AUGUST 2021

- Creating a digital tokenized platform for CSR activities
- Closely working with the IT team to develop a strategy for the use of these tokens
- Developing marketing schemes and techniques to give the platform a kickstart.

### THE YOUNG COMPANY, Singapore - *project intern*

SEPTEMBER 2021.

- Designing a marketing campaign for an upcoming audition (Nov 2021)
- Drafting surveys for relevant marketing research to help structure a better campaign
- Researching on social media content and latest trends
- Designing ADs and posters for the campaign.

## SKILLS

IBM SPSS, JASP statistics

Excellent communication

Public speaking

Capacity to work independently

Ability to delegate work and take responsibility under teamwork

## AWARDS

DEGREE in classical dancing  
- Chandigarh University (IN)

Aerial artist - performed events and also teaches.

TOP 3 percentile in all Asia commerce olympiad (2018).

DISTRICT SILVER MEDAL in skating (junior) (below 18)

## LANGUAGES

Fluent in English and Hindi

## **KAPLAN DANCE CLUB, Singapore — *president***

JULY 2021- APRIL 2022

- Conducting online and in-person dance lessons
- Auditing financial accounts for the club
- Working with a team of 5 CRs
- Helping with event management

## **OLD AGE HOME, India — *administrative helper***

JAN 2017 - MAY 2017.

- Helping with administrative work
- Helping conducting activities for the residents
- Engaging in primary school teaching for the children in there

## **EDUCATION**

### **KAPLAN, Singapore — *diploma in psychology***

JUNE 2019 - FEBRUARY 2020

- Briefly covering the fundamentals of psychology, basic statistics, and counseling ethics
- Conducting research work and writing well structured medical reports on various psychological topics

### **Substance Abuse Treatment, (clinical skills) - Yale University.**

MARCH 2022.

### **MURDOCH UNIVERSITY (au), Singapore — *BA. in psychology and human resources***

MAY 2020 - present

- Coursework includes briefly studying
  1. Biological, cultural, and evolutionary bases of psychology
  2. Wellbeing and abnormal psychology
  3. Psychology of aging
  4. IBM SPSS, JASP, and statistical methods (bayesian stats)
  5. Workplace law
  6. Recruitment, training, and management of HR
  7. Organizational structure