

# Rishabh Chaudhary

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## PROFESSIONAL EXPERIENCE

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### Training and Documentation Intern

Bhaarati Infodev

November 2020 – March 2021

- In-charge of proofreading documentation, editing manuals and creating memos. This involved creating help manuals, guides, Atlassian Confluence entries, etc. for our clients.
- For Training, I created Corporate Slidedecks and Training materials for the company's day-to-day operations. I learnt how to adapt learning techniques for the corporate environment. I learnt how to work with authoring tools and e-learning management systems.

### Industrial Trainee

Westin Hyderabad Mindspace

November 2018 – March 2018

- Learnt about managerial tasks and operating systems, as well as several key operations.
  - Worked in the four core departments, which are Kitchen, Front Office, Housekeeping, and Food & Beverage Service; alongside Reservations.
  - Main point of contact for several high-profile events like "New Year's Eve 2017" and large-scale corporate events
  - Awarded a total of three "Performance Appreciation" Letters for my performance.
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## EDUCATION

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### Masters in Communication

Minor in Communication Research ● University of Hyderabad ● 2019 – 2021 ● 9.0 SGPA

### Bachelors of Science in Hospitality and Hotel Administration

Institute of Hotel Management, Chennai ● 2016 – 2019 ● 9.2 GPA

### High School Diploma

The Future Kid's School ● 2007 – 2016 ● 9.2 GPA

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## CORE SKILLS

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**Software & SCORM:** Opera Management System, Atlassian Confluence, Atlassian Trello, Jira, MS Word, MS Excel, MS Powerpoint, Github, Powershell, Wordpress, Figma, Adobe XD, Articulate 360 (Storyline, Quizmaker, Engage), Articulate Rise.

**Programming & Development:** Python, Tableau, Django, HTML5, CSS, Command, Data Representation.

**Media and Content Creation:** Adobe Creative Suite (Premiere, Audition, Photoshop, Illustrator, Indesign), Audacity, Final Cut Pro, Canvas, Studio Recording, Camera Operations, Audio Mixing.

**Research:** Interviews and Surveys, User Research, Data Quantification, Coding and Decoding.

**Design:** Prototyping and Wireframing, Task Flows, Storyboarding, Mockups, Learning Application Design, Low Fidelity Illustration.

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## **VOLUNTEER EXPERIENCE**

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University Placement Coordinator

University of Hyderabad

August 2020 – July 2021

- Responsible for handling placement and career outreach programs within the Sarojini Naidu School of Communication.
- Working with the Placement Coordinator to ensure student-coordinator ties.

United Nations Development Program Volunteer

University of Hyderabad

August 2019 – July 2021

- Responsible for coordinating and contributing to campaign posters and ideas.
- Brainstorming ideas to meet sustainable goals within the university.

Lead Volunteer

Paanchajanya Public Charitable Trust, Pindaruch, Bihar

August 2011 – Present

- Responsible for creating and maintaining content for the website.
  - Participating and organizing health drives in the village
  - Help senior members organize community meetings.
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