

# Shagun Pathak

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## Work Experience

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### Revex Media

Business Development Intern

*Nov 2023 – Dec 2023*

*Gurgaon, India*

- Leveraged LinkedIn Premium to build a high-quality professional network, making 100+ targeted connections with potential investors and business partners.
- Identified and provided a list of 100+ angel investors, venture capitalists, and relevant stakeholders, supporting the company's fundraising and strategic outreach efforts.
- Generated and nurtured over 150 qualified leads, contributing to a robust sales pipeline and future business growth opportunities.
- Maintained consistent engagement with leads to boost conversion potential and support long-term relationship-building strategies.

### Foster Reads

Associate Community Architect

*Sept 2022 – Dec 2022*

*New Delhi, India*

- Led and hosted interactive author interview sessions, facilitating engaging conversations with emerging writers, resulting in a 35% increase in community engagement on the platform.
- Onboarded and supported 100+ active readers, contributing to the growth of the reading community and fostering meaningful discussions around contemporary literature.

### BuziBrains

HR Coordinator

*April 2022 – June 2022*

*Bangalore, India*

- Recruited 30+ qualified candidates by managing the end-to-end hiring process, from drafting job postings to conducting interviews, ensuring alignment with company goals and values.
- Facilitated onboarding and orientation programs for new hires, improving first-week productivity and ensuring a smooth cultural transition.
- Planned and executed team-building activities and workshops, strengthening team cohesion and enhancing employee engagement.
- Supported performance evaluation cycles, providing structured feedback and contributing to continuous improvement of workforce performance.

### Brand Serve Pvt Ltd

Marketing Intern

*April 2021 – July 2021*

*New Delhi, India*

- Identified and shortlisted 30+ hotels and venues based on client requirements, ensuring full alignment with budget, location, and amenities while responding to 50+ client queries weekly with tailored options within 24 hours.
- Collaborated with the sales team to convert 80% of hotel leads into confirmed bookings, enhancing overall conversion efficiency and client satisfaction.

## Education

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- **University of Delhi (SOL)** *New Delhi, India*  
Masters in Business Administration *2023-2025*
- **Ramanujan Delhi University** *New Delhi, India*  
Bachelors (Hons.) English *2020-2023*

## Technical Skills

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- Data & Analytics - Advanced Excel, Power BI, Basic SQL, Basic Python
- HR & Business Tools - Zoho, HRIS, BambooHR, SurveyMonkey
- Project & Marketing Tools - Trello, Canva, MS PowerPoint, Social Media Marketing
- Other Skills - Content Writing, Communication, Research, Presentation

## Languages

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- English: Fluent
- Hindi: Fluent
- German: Intermediate (B1)

## Voluntary Work

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**Samarthanam Trust for the Disabled** *2024*  
Event Coordinator

- Supported the coordination and execution of an inclusive job fair tailored for economically disadvantaged and disabled candidates. Facilitated a welcoming and accessible environment, ensuring equal opportunities for all participants to connect with potential employers and access valuable resources.

**Training and Placement Cell** *2023*  
Volunteer

- Supported recruitment initiatives at BLACKTIE Legal Service India LLP by assisting in candidate sourcing, screening, and interview coordination. Contributed to the hiring process by ensuring a seamless and efficient experience for both candidates and the organization.

**Admission Branch, Delhi University** *2023*  
Volunteer

- Managed the CUET admission portal, overseeing its functionality and ensuring a smooth user experience. Addressed student inquiries through chatbot support and direct communication, while also organizing and facilitating workshops to guide students through the admission process.

**Aarambh 3.0** *2023*  
Event Coordinator

- Organized and executed placement drives and networking events, fostering connections between students, recruiters, and industry professionals. Ensured seamless coordination and delivery of these initiatives to enhance career opportunities and professional growth for participants.

**National Outreach Programm***2022*

Volunteer Technical Head

- Collaborated with "Panchvati" old age home and "Rupantaran" NGO to actively support and drive social initiatives. Contributed to meaningful community engagement by participating in and promoting programs aimed at improving the well-being of the elderly and empowering underprivileged communities.

**National Service Scheme***2022*

Creative Department

- Played an active role in community development by designing and implementing innovative projects that addressed local needs and fostered positive change. Contributed creative solutions and collaborative efforts to enhance community well-being and drive sustainable impact.