

ADVAIT RATHI

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EDUCATION

Michigan State University (MSU), East Lansing, MI

Dec 2023

Bachelor of Arts (B.A.), Theatre Honors

Bachelor of Science (B.S.), Psychology Honors

The Honors College; Minor in Data Science

Cumulative GPA: 4.0, Summa Cum Laude; Dean's List (all semesters)

PROFESSIONAL EXPERIENCE

HEAD OF HUMAN RESOURCES

Jan 2024 – Present

Changing The Present, NY

- **Built a Dream Team of Interns:** Successfully onboarded and assigned over 20 interns to projects that aligned with their skills and interests, ensuring they greatly benefited the team.
- **Revamped Recruitment for Efficiency:** Streamlined the hiring process for interns by 50%, significantly reducing the time it takes to find and hire qualified candidates.
- **Hired Top Talent:** Collaborated with hiring managers to develop a rigorous selection process using tracking systems and job boards, ensuring alignment with mission values.

RESIDENT ASSISTANT (RA)

Aug 2021 – Dec 2023

Residential and Hospitality Services, MSU

- **Built Inclusive Community (35 Co-RAs):** Fostered a safe and welcoming environment for first-year students, emphasizing DEI values through a total of 50 programs and initiatives, including Consent and Safe Sex Education instruction.
- **Empowered Residents (200+ students):** Provided individual counseling on academic, personal, and career challenges, equipping them with problem-solving skills and goal-setting strategies.
- **Comprehensive Resident Well Being (1500+ hours):** Managed resident contact, provided access to campus resources, and addressed emergency crisis situations during on-call hours 7 pm - 7 am weekly.

MARKETING & PROMOTIONS LEAD

Aug 2023 – Dec 2023

Department of Theatre, MSU

- **Generated Compelling Content (8 press releases):** Showcased department expertise through developing independent press releases and blog posts tailored to diverse audiences.
- **Enhanced Visual Storytelling:** Conducted photoshoots with actors and designers to elevate marketing materials using Instagram Stories, Facebook Promos, AdSense, and Digital Billboards.
- **Pioneered Marketing Trends:** Led 4 projects exploring using User Generated Content (UGC) under TV trends, boosting future marketing strategies and niche market understanding by 30%.

TEACHING ASSISTANT

Aug 2022 – Dec 2022

Department of Psychology, MSU

- **Engaged 115 students in Cognitive Neuroscience:** Clarified lectures, held office hours, and evaluated assessments (exams, quizzes, papers).
- **Championed Student Success:** Cultivated a positive online learning environment through responsive office hours and seamless Zoom webinars.
- **Boosted Learning Outcomes:** Increased median class grade from 2.5 to 3.0 and had over 25 students achieve perfect GPAs through effective review sessions and study techniques.

SKILLS & CERTIFICATIONS

- **Software Proficiency:** MS Office (advanced), Zoom & Google Suite (advanced), Instagram Impressions (advanced)
- **Data Analysis & Visualization:** RStudio & Python (intermediate), Canva (advanced), WordPress (advanced)
- **Dynamic Creative Communicator:** Actor & Magician (10+ years), DJ (2 years), Filmmaker & Photographer (2 years)
- **CERTIFICATIONS:** Applied Behavior Analysis (Alison, CPD©); Addictions Counseling (IU-Bloomington©)