



# Richa Sharma

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## Writing Tutor

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I am an undergraduate writing tutor in Arizona State University at Lake Havasu campus, where I work to aid students both online and in person with any stage of the writing process, from brainstorming a topic to researching.

## Work Experience

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### Writing Tutor

Aug 2024- Present

Arizona State University, Lake Havasu, United States

- I am an undergraduate writing tutor at Lake Havasu campus, where I work to aid students both online and in person with any stage of the writing process, from brainstorming a topic to researching.

### English Tutor & Content Creator

Dec 2022- Present

Virtual Platform (Non-Profitable)

- Founded a virtual platform "Better English with Richa."
- Primary goal is to inspire students worldwide to learn English language with no-cost accessible resources.
- Creating informative YouTube videos on personality development, communication skills, grammar, etc.
- Additional valuable content on Instagram and LinkedIn profiles.

### English & Social Studies Tutor

Jun 2022- May 2023

Aadarsh Coaching Academy, Pune, India

- Taught English, Economics, Political Science, and Geography to students from 4th to 10th grade.
- Boosted student engagement and English fluency.
- Utilized innovative and interactive learning methods.
- Game-based learning approaches like vocabulary flashcards, pronunciation challenges, etc.
- Students felt more confident in English language.

### Job Trainee

Dec 2021- Jun 2022

Protean eGov Technologies Ltd, India



## Protean eGov Technologies Ltd, India

- Handled 130-150 inbound calls daily.
- Calls primarily involved addressing customer queries related to pan/tan applications.
- Provided effective solutions and assistance to customers.
- Ensured efficient communication and customer satisfaction.
- Maintained voice parameters such as tone, clarity, and professionalism.
- Escalated pending applications that required immediate attention.

## Human Resource Intern

Dec 2020- Mar 2021

### Dheya Career Mentors (1) Pvt. Ltd, India

- Actively participated in recruitment processes.
- Posted job openings on various platforms like Indeed.
- Crafted compelling job descriptions.
- Conducted cold calls to candidates.
- Headhunted by identifying and approaching good fit candidates.
- Conducted video and audio call interviews.
- Probed interviewees to evaluate their knowledge and skills.
- Negotiated salaries based on market research.
- Sent offer letters and screened resumes.

## Fundraising Trainee

Dec 2018- Mar 2019

### Equidius Solutions Pvt Ltd, India

- Actively involved in the fundraising process.
- Made a high volume of 200 to 240 calls daily.
- Contacted potential fundraisers to encourage them to raise funds.
- Generated leads through online sources or by leveraging referrals.
- Identified individuals or organizations with potential interest in the projects.
- Took regular follow-ups of the potential prospects.
- Ensured that their queries were addressed.
- Maintained a monthly (MIS) that captured key metrics.

## Education

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## Bachelor's Degree in Psychology

Aug 2023- May 2025

### Arizona State University

- Provides a comprehensive understanding of the human mind and behavior.
- Explores various aspects of psychology like personality development.
- Proficient in APA Style 7 research papers.
- Research papers help to develop critical thinking, and analytical skills.
- Utilized credible research for my essays.
- Effectively analyzed different rhetorical elements.
- Wrote an article for the White Sheet, a local newspaper.



- Overall, involves writing, analyzing, and researching on various topics.

## **Bachelor's Degree in Psychology**

Sep 2021- Apr 2023

University of Pune

- Wrote journals on ethics and standardization of psychological assessments.
- Conducted in-person objective tests such as surveys in private cubicles.
- Testing was intensive yet enjoyable when applied to real people.
- Studied about intensive mental health disorders and their treatments.
- Focused on psychological testing and theoretical learning.

## **Projects**

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### **Classroom Participation Observation**

Mar 2024- Apr 2024

Arizona State University

- The research paper focused on analyzing the influence of various seating arrangements on class participation among local and international college students.

### **Reimagining Sustainability**

Sep 2023- Oct 2023

Arizona State University

- Motivated by the goal of finding a practical, environmentally friendly solution to desk clutter, engaged in designing and constructing a desk organizer using cardboard, and overcame challenges to foster learning, growth, and innovation.

## **Licenses & Certifications**

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### **IRB- Social and Behavioral Research (group 2)**

Sep 2023- Sep 2027

Collaborative Institutional Training Initiative

- Credential ID- 58024030
- Credential URL- <https://www.citiprogram.org/verify/?wb134c9a5-8f25-4467-9067-ea2796f5ff0f-58024030>

## **Volunteering**

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### **Community Service, Lake Havasu City**

24 Oct 2023

Arizona State University

- Spent over two hours chopping down arrow weed, utilizing tools like pruning shears and gloves to prevent regrowth.

### **Student Volunteer, ASU Lake Havasu**

8th March 2024

Arizona State Parks & Trails



- Held a 2-hour event inside a campus classroom, where I stuffed over 400 notebooks with 5 pamphlets each and packed them into a bag.

### **English Tutor Volunteer, Lake Havasu City**

Apr 01- 29 (2024)

Church of the Nazarene

- Volunteer as an English tutor for 4th-12th graders aiding the students with their homework.

## **Honors & Awards**

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### **Dean's List**

Spring 2024

Arizona State University

- Named to the Dean's List for Spring 2024

### **Dean's List**

Fall 2023

Arizona State University

- Named to the Dean's List for Fall 2023.

### **Ayurvedic Beauty Therapy & Cosmetology, India**

Oct 2018- Dec 2018

Indian Institute of Ayurveda & Cosmetology

- Successfully completed a 6 week specialized beauty therapy program focused on treating common skin diseases.

### **Gold Medalist, India**

Nov 2017

International English Olympiad

- Received a gold medal in the international English exam.

## **Top Skills**

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- English tutoring
- Psychology
- APA 7 style
- Rhetorical Analysis
- Behavioral Research

## **Languages**

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- English
- French
- Hindi
- Marathi
- Marwadi

- Cooking
- Henna
- Meditating
- Playing Piano
- Writing
- Travelling
- Grooving
- Photography
- Video Editing