

Diana Joy (9645658670)

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Pune

INTRODUCTION

Aspire to work with a company in Pune that is globally acclaimed where my role shapes the way operations are performed. Professional with a passion for knowledge and history of working in multidisciplinary areas in a fast-paced environment. Proven teamwork and interpersonal skills by working alongside several multinational teams from USA, China, India, Canada, Russia and Iran. Effective time management and leadership skills demonstrated by completion of two-year term as Secretary of Graduate and Professional Student Government. Ability to evolve and adapt to work environments to solve problems and expand the frontiers of human knowledge. Looking forward to working in an industry where I can put transferable skills to good use.

PERSONAL PROFILE

Nationality: Indian

Date of Birth: 20/12/1987

Gender: Female

Languages known: English, Hindi,
Malayalam, Tamil

EDUCATION

MS. Optical Science and Engineering, University of North Carolina at Charlotte, NC, USA (May 2017) GPA: 3.92/4.00 (Equivalent to 94%)

BSc Physics, The Women's Christian College, University of Madras, India (April 2008) (First Class with Distinction) – 89% (Core and Supporting)

12th Grade, VBHSS, Thrissur, India (March 2005)– 91%

10th Grade, SHCGHSS, Thrissur, India (March 2003)– 95%

WORK EXPERIENCE

Research Assistant (August 2014 – October 2018)

University of North Carolina at Charlotte, NC, USA

Responsibilities:

- ✓ I was responsible for planning and carrying out projects as well as documentation of data, analysis using Excel and Origin, interpretation of data and timely delivery of results along with preparation of weekly reports and power point presentations.
- ✓ I conducted secondary search by reviewing studies and compiled and processed information from databases to exchange with clients and stakeholders while developing and maintaining relationships with international stakeholders and clients through emails, phone calls and face-to-face engagements.
- ✓ I led a five people team which consisted of researchers from USA, India and China where I was responsible for monitoring and maintaining individual progress as well as development of project while ensuring that all activities and duties were carried out in full compliance with regulatory requirements.
- ✓ I worked to ensure and foster a culture of learning and excellence within the team by inviting participants to annual training and workshops while facilitating training modules, coaching several junior team members on procedures and holding weekly Power Point presentations to assess progress
- ✓ I participated in Graduate Research Symposium conducted by Graduate School and presented poster at University of North Carolina at Charlotte on 30th March 2017, also attended CBES yearly Researchers Retreat and Graduate Student Poster Competition and presented data at University of North Carolina at Charlotte, USA in April 2015 and in May 2016.

Secretary (August 2015 – May 2017)

Graduate and Professional Student Government

University of North Carolina at Charlotte, NC, USA

Responsibilities:

- ✓ In this multi-faceted role, I was involved in recording and distributing meeting minutes for Senate meetings that occurred every other week, maintaining written and verbal communications with Senators of 31 Graduate Organizations, overseeing annual election procedures and results, maintaining a current roster of members, reading and reviewing resumes of potential volunteers from USA, India, China, Canada, Russia and Iran, selecting and managing international teams, building relationship within teams, facilitating training modules, tracking and awarding volunteer points for Graduate Organizations.
- ✓ I was part of Grad week Committee where weekly meeting and discussion were held to organize “Appreciation Events” which consisted of events and programs to ensure community involvement and worked as a content writer for a monthly booklet called “GPSG Events”.
- ✓ I worked as sales manager of event tickets by running advertisements in social media and internal messages board as well as through direct customer-facing engagements while preparing and processing expense forms of events, financial planning and analysis, and assisting groups with registration and re-chartering.
- ✓ I participated in the “Constitutional Review Committee” where documents related to Constitution of Organizations were studied and edits were proposed through Graduate and Professional Student Government at University of North Carolina at Charlotte, NC, USA from November 2016 till February 2017.

PROFESSIONAL EXPERIENCE

Personal Skills:

- ✓ Excellent written and verbal communication skills and interpersonal skills
- ✓ Initiative and self-motivated at quick learning
- ✓ Strong attention to detail
- ✓ Adaptability and resilience
- ✓ Analytical and Interpreting ability
- ✓ Strong work ethics and time management
- ✓ Collaboration and teamwork skills along with independent thinking
- ✓ Working knowledge of C programming and Python programming.
- ✓ Thorough knowledge of MS suite, Origin, Alteryx and Tableau

Awards/Achievements/Experiences:

- ✓ Held a position of Secretary of SPIE/OSA student chapter at UNC Charlotte from August 2017 till May 2018, with responsibilities such as keeping a permanent record of all meetings and activities of the Chapter, maintaining a current roster of members and for the timely communications with SPIE and OSA, and representing SPIE/OSA in the Graduate and Professional Student Government senate.
- ✓ Received Graduate student Travel Award from CBES to attend Biophysical Society 60th Annual Conference at Los Angeles, USA in 2016.
- ✓ Participated in a cultural exchange discussion “International Panel” where cultural differences between France, India and the United States were discussed through the Cultural Ambassador Program at University of North Carolina at Charlotte, NC, USA in 2016.
- ✓ I visited Brookhaven National Laboratory, Upton, New York on a grant on Sleeping Beauty Transposase in June 2017 where I performed Small angle x-ray scattering experiments on samples.

- ✓ Awarded First Place and cash award in Potpourri, a technical event at Madras Christian College, India in 2010.
- ✓ Received Renjini Victor prize at The Women's Christian College, India for securing highest marks for the course in Electromagnetism in 2008, Nesam Devapragasam Prize at The Women's Christian College, India for securing highest marks in the undergraduate course in Physics in 2008 and Ammu Mathew Merit Scholarship at The Women's Christian College, India for securing highest in Physics core subjects in 2006 and 2007.
- ✓ Volunteered with Indian Red Cross Egmore, Chennai from 2008 until 2010 where I was involved in acquiring supplies as well as arranging campus blood donation drive campaigns.
- ✓ Volunteered with SPIE/OSA for teaching and training refugee children at Charlotte, NC, USA from 2015 till 2018 where I was involved in teaching Maths, Physics and Chemistry as well as easy integration to the community.