Sharon Pascal

Plot No 2, Road Number 1, **Email Id**: [sharonpascal14@gmail.com](mailto:sharonpascal14@gmail.com)

Reddy Enclave, Old Alwal, Sec-bad 500010 **Mobile: +91** 9581209383

**Career Objective:** Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

**Experience: -**

**Thomson Reuters:**

**Associate Content Specialist (2017-2020)**

* Provided training to new hires
* Assisted my lead in investigating issues and feedbacks provided by stakeholders
* Conducted process updates session for team as and when needed
* Acted as back up for Team Leads for job assignment, during peaks and made sure all the deliverables of the team members were met
* Manage the same for my team as per TL's back up. Provided floor support to the teams as and when the need arose
* Supported the training and Quality team by performing quality checks, reviews, providing feedback, and conducting classroom training good with prioritizing important tasks and ensuring that the due dates are met

**Thomson Reuters:**

**Trainee Content Specialist (2015-2017)**

* Responsible in managing and delivering products as per timeline
* Maintain good working relationship with stakeholders and counterparts in U.S., Manila, U.K. & Canada (since I was involved in migration of process from these countries to India TR)

**Achievements:**

* Won Extra Miler Awards for Exceeding efficiency and turnaround time for all the jobs
* Won Star of the Quarter for processing and having provided ongoing support to peers, performing well consistently and training.

**Skills and Knowledge:**

* Microsoft office\_ (Word, Excel, PowerPoint)
* Certified White Belt Trainer
* Crash course on Data Science
* Certificate in French language
* Certificate of Awareness & Management of Covid -19.
* Certificate of Basic Counselling Skills.
* Certificate on school psychology skills

**Academic:**

* M.A. Psychology (2015-17) Osmania University
* B. A. Psychology (Psychology, Literature & Journalism) Loyola Academy. (2011-14).
* C.E.C. (Civics, Economics and Commerce) Loyola Academy Junior College (2009-11)
* 10th (SSC) from St Ann’s (2009 pass out).

**Personal Profile:**

* Name : Sharon Pascal
* Nationality : Indian
* Gender : Female
* Linguistic Skills : English, Hindi and Telugu

**Declaration:**

I hereby declare that the above furnished information is authentic and to the best of my knowledge.

Sharon Pascal