Vedika Khanna

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## CAREER OBJECTIVE

Seeking a full-time position in the field of communication.

## SUMMARY OF QUALIFICATIONS

* Proficient in Adobe Creative Cloud (Strengths in Photoshop, InDesign, Dreamweaver), all Microsoft Office Programs, all Social Media Platforms (Facebook, Twitter, Instagram, YouTube, TikTok, MailChimp, WordPress), and Google Analytics
* Public speaking training and technical writing experience (press releases, memos, proposals, scripts)
* Programming Languages: HTML, JavaScript, C, C++, Python
* Developed teamwork and leadership experience working in multiple student organizations on campus
* Over 24 months of experience working in social media and public relations (professionally, politically, and informally)

## EDUCATION \_\_

The University of Texas at San Antonio (UTSA) Graduation: December 2020

**Bachelor of Arts in Communication** GPA: 3.50

## Concentration in Digital Communication Minor in Cyber Security

**WORK EXPERIENCE \_**

**Undergraduate Budget Specialist – The Academy for Teacher Excellence Research Center –**

**San Antonio, Texas** January 2020 – December 2020

* Restore and maintain budget activity for 9 grant accounts
* Organized a successful 3 Day virtual conference with over 400 participants
* Manage all social media platforms (Facebook, Instagram, Twitter, eCOFP)
* Advise student workers and author graphics for the department

**Undergraduate Research Assistant – The Academy for Teacher Excellence Research Center –**

**San Antonio, Texas** August 2017 -- December 2019

* Facilitated research on minority communities in education and writing literature reviews/annotated bibliographies for research papers
* Administered yearly technology inventory to the University standards
* Supervised textbook operations and record keeping with student transactions

**Teaching Assistant – Girl CodeRunners – San Antonio, Texas** June 2019 – August 2019

* Managed all press interviews (UTSA News, San Antonio Express News, KSAT News)
* Taught middle school girls from all backgrounds about STEM education (Coding, Robotics, Animations etc.)

**Digital Media Intern –Office of the Mayor of Houston – Houston, Texas** June 2018 – August 2018

* Selected to be a member of the Social Media Advisory and Resource Team with Bloomberg Associates
* Covered over 15 press conferences with associates from Microsoft, Verizon, AT&T, Bloomberg Associates etc. & created social media content for Mayor Sylvester Turner’s accounts

## \_ACTIVITIES

* President – The University of Texas at San Antonio Women’s Choir August 2018 – December 2020
* Vice President – Women in Leadership May 2020 – December 2020
* Digital Marketing Chair – Women in Leadership August 2018 – May 2020
* Member – Adobe Ambassadors at UTSA November 2019 – December 2020
* Member – Public Relations Student Society at UTSA November 2019 – December 2020
* Onsite Public Relations Representative – Texas Women’s Summit April 2019

## AWARDS RECEIVED

* Who’s Who at UTSA Award 2020
* Outstanding Community Activism Award 2019
* Choir Director’s Recognition Award 2019