**VAIBHAVI GUDEKAR**

**Aptech Ltd**— **Educational Counsellor**

**June 2019 till July 2020. (1 Year 1 Month)**

**● Developed goal-oriented psycho educational and activity therapy groups to improve clients’ level of functioning.**

**● Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.**

**● Monitored social media and online sources for industry trends. ● Increased customer satisfaction by resolving career choices issues. ● Developed team communications and information for Monthly & Weekly meetings.**

**● Communicated closely with other counselors to devise programs and activities based on developmental and academic levels.**

**FirstView Media Ventures Pvt. Ltd.** — **Graphic Designer Intern February 2018 till July 2018. (5 Months)**

**● Developed collateral such as display, marketing and packaging materials to support product branding strategies.**

**● Developed creative design for marketing packages, including print materials, brochures, banners and signs.**

**● Managed all phases of 2 new product developments, including conceptualizing designs, managing milestones and incorporating customer feedback. ● Monitored social media and online sources for industry trends. ● Resolved conflicts and negotiated mutually beneficial agreements between parties.**

**● Used In Design Software to create images and layouts for over 6 projects.**

**Let’s Talk Institute** — **Educational Counsellor**

**April 2016 till October 2017. (1 Year 6 Months)**

**● Accurately calculated deductions and processed payroll for 5 employees.**

**● Organized budgets, oversaw P&Ls and achieved margin targets consistently to stay on track with growth plans.**

**● Managed work and performance of more than 5 employees.**

**● Maintained organized, safe and clean Office Area facility to keep productivity high and maximize customer satisfaction.**

**● Collaborated with assistant managers to open and close offices, handle large transactions and manage inventory.**

**● Tracked employee attendance and punctuality, addressing**

**repeat problems quickly to prevent long-term habits.**

**Skills**

***Problem resolution***

***Project organization Communications***

***Team building***

***Team management***

***MS Office***

***Supervision***

***Budgets***

***Customer service***

***Relationship development Operational improvement Process improvement***

**Software**

***Adobe Illustrator***

***In Design***

***Adobe Photoshop***

***Corel Draw***

**Languages**

***English***

***Hindi***

***Marathi***

**Education**

**St. Wilfred’s College— TY BA** *(Psychology)*

*October 2020*

**Pillai’s College- BMM** *(Advertisement)*

*April 2017*

**Modern College- HSC** *(Arts)*

*May 2014*

**Accomplishments**

**● Resolved product issue through consumer testing. ● Supervised team of 5 staff members.**

**● Collaborated with a team of 4 in the development of First View Industrial Magazine project.**

**● Collaborated with Dj. Sin for a youtube video as an Intern.**

**Certifications**

**● 2020- Certification of Volunteering for Awareness Programme on Novel Coronavirus. (COVID-19)**

**● 2017-19 Academic topper certification.**

**● 2013-2014 Graphic designing & DTP Certification- Govt recognised.**

**● 2015- Certification of Volunteering for Community service day and hosted the Uber Rang Talent show.**

**Interests**

***Reading Novels, Exploring new places, Cooking, Painting.***

**Contact**

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