

# RADHILADD

Denver, CO 80202 • 678.899.2872 • [radhiladd@gatech.edu](mailto:radhiladd@gatech.edu)

## OBJECTIVE

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Graduate with a liberal arts degree seeking a full-time position as a recruiter. Possesses excellent work ethic and a passion for communications, problem solving and working in a fast-paced atmosphere.

## EDUCATION

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### GEORGIA INSTITUTE OF TECHNOLOGY

Atlanta, Georgia

Ivan Allen College - School of Literature, Media, and Communications

May 2014

Bachelor of Science in Science, Technology, and Culture

- Concentration: Media; Cluster: International Affairs
- Recipient of the Georgia Hope Scholarship and Tech Promise Scholarship
- Dean's list

## EXPERIENCE

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### Law Office of Heena N. Kampani

Norcross, Georgia

Legal Assistant, Legal Intern

Fall 2011, August 2012 – July 2014

- Drafted, compiled, and submitted legal files and applications pertaining to immigration, trademark, copyrights, and patents to the U.S. Citizenship and Immigration Services, National Visa Center, U.S. Department of Homeland Security, and the U.S. Patent and Trademark Office for over 150 clients
- Currently redesigning the company's entire brand identity – logo, headers, business cards, signs, and advertisements
- Independently conducted meetings and corresponded via email and telephone with a wide range of clients addressing various legal issues pertaining to immigration, trademark, copyright and patent law
- Extensively researched various scholarly journals, magazines, periodicals, legal texts, and current events for the purpose of preparing briefs, cases, statements, reply letters, opinions, and correspondence of various legal files

### Museum of Design Atlanta

Atlanta, Georgia

Lego Robotics Instructor

June 2012 – August 2012

- Assisted in directing and organizing activities, objectives, and trips for Camp MODA
- Supervised large groups of children ages 6-12 years old
- Educated campers in assembling and programming robots ranging from elementary to advanced levels of difficulty
- Took the initiative to create and lead art lessons incorporating various principles and elements of design and art

### Save the Family Institute

Norcross, Georgia

Networking Volunteer

Fall 2011

- Established an online presence on Facebook and Twitter and redesigned web page
- Marketed and designed advertisements and flyers for a fundraiser at participating Macy's department stores in Atlanta, raising over \$5,000

### Bluewave Computing

Smyrna, Georgia

Audience Network Development

August 2010 - October 2010

- Conducted pre-sales research, compiled data, and analyzed trends of small and mid-size businesses and corporations that lacked or had inefficient online presences

### Georgia Institute of Technology

Atlanta, Georgia

Earth Day Committee

September 2013 – Present

- Helped organize, strategize, and plan events for the annual Earth Day celebration at Georgia Tech
- Independently enacted new marketing strategies to increase audience outreach and awareness such as: "Earth Day Pledge" tree, ribbon distribution, and recycling drive

**Other Employment :** Sensible Sitters, Moondogs, California Pizza Kitchen, Pinckneyville Community Center, Kumon

## SKILLS / INTERESTS

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**Languages:** English – native, Spanish, Hindi, Gujarati - basic

**Skills:** Writing, CSM, Client-facing, proficient in Microsoft Office Suite, skilled in Adobe Photoshop, Illustrator, and InDesign, Social Network Development - Twitter, Facebook, Google, Tumblr, Wordpress, Wix, and others

# R A D H I L A D D

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**Interests:** Communications, Volunteering, Outdoor recreation, Graphic Design, Art, Music, hands-on applications