

# PAVITHRA RAM

(Pya)

## SUMMARY

- High performing individual and team-player with multifaceted skills, attitude and experience suitable for a fast paced, creative environment
- 10+ years of experience in Office Management, Backoffice Document and Process Management, Creating communication documents for both internal and external stakeholders, HR Talent Acquisition, Digital content and platform creation applying UI/ UX Design concepts and Teaching
- Experience creating storyboards, wireframes and prototypes for app and website development
- Key attributes:
  - High aptitude and ability in acquiring new skills
  - Strong people, process and technology capabilities
  - Resourceful, organized and capable of adapting quickly to new and changing environments
  - Good communication and organizational skills
  - Experience working with multicultural teams

## EXPERIENCE

### Lead Teacher and Special Projects, October 2015 – Present

#### HRCA

- As Lead Teacher, created lesson plans for the entire class and individualized plans for children with special needs
- Proficient in digital content creation. Created several print media including posters, newsletters, pamphlets and video content for school events, campaigns and activities
- Assists the department with special projects and business operations

#### Key Achievements:

- Set up a Quality Improvement program and unlocked several thousand dollars worth of funding from the State
- Pandemic response: Set up from scratch an online classroom platform and collaborated with other educators to seamlessly enable the learning program during the pandemic school closures in 2020. The online classroom project is a showcase of my abilities in leadership, initiative, communication, customer management, content creation, multimedia skills and my overall personality
- Link to online preschool available upon request

### Custom Photography Service, March 2009 – Present

#### Created and owned Eternal Lights

- Created a niche 'on-location' service for custom photography
- Designed and created my portfolio website using self-taught coding skills and UI/ UX Design concepts
- Comfortable with lighting design, professional and creative imaging software, camera and optics technology
- <https://www.eternal-lights.net>

## CONTACT

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## SKILLS

- Microsoft Office Suite
- Google Suite
- Figma
- Adobe Photoshop
- Adobe LightRoom
- Adobe Illustrator
- Da Vinci Resolve, Canva and similar video editing tools
- HTML, CSS
- Windows, IOS and Android
- Photography
- Mini CNC Machines

## EDUCATION

#### UI/ UX Design Certificate

On-going, Google Career Certificate

#### Project Management Certificate

On-going, Google Career Certificate

#### MS (Psychology)

University of Madras, India

#### BS (Physics)

University of Madras, India

Select Courses in

#### Associate Degree in Management

Mission College

Santa Clara, California

#### Diploma course and certificate

in Unix/C++

Computer Software College, India

## Photographer Assistant and Office Administration, August 2007 – June 2008

### GVR Photography, Chennai, India

- Customer management, project estimation and preparing assignment contracts and purchase orders
- Production and operations management for commercial photoshoots for marketing and advertisements
- Co-coordinating with modeling agencies and production houses
- Pre-production and on-location Photographer Assistant for lighting and set design, test shots etc.
- Assisting with bookkeeping

## IT Technical Recruiter and Talent management, May 2005 - April 2007

### Buxton Consulting, Pleasanton, CA

### Enterprise Solutions Inc., Santa Clara, CA

- Responsible for end to end talent acquisition and engagement cycle for customers from Tech Industries
  - Preparing job descriptions aligning with customer requirements
  - Sourcing talent using tools like recruitment portals, job boards (Monster, HotJobs, Dice, Indeed and LinkedIn), vendors, placement agencies, forums, referrals, college recruiting
  - Conducting initial interviews, Coordinating interview schedules, preparing offer package, and contract agreements
  - Handling paperwork and processes related to immigration and work authorization
  - Talent engagement to improve employee satisfaction and reduce attrition
- Key targets for the role included minimizing turn around time, maximize revenue, talent retention, creating an effective hiring pipeline and customer satisfaction

## OTHER ACCOMPLISHMENTS

### Vice President of the PTA: August 2019 – August 2020

- Voted as Vice President of the PTA at Northridge Elementary responsible for outreach and fund-raising
- Part of the budget committee overseeing the income and expense of the organization
- In charge of several fundraisers and worked with local businesses to plan events
- Content creation (videos, pictures and write-ups) to enhance the PTA outreach

### DIY Portal for Crafters, January 2013 – December 2015

#### Created and Owned “MadeinMommyland”

- Created a platform to share my creativity and showcase my wide ranging skills
- Most are at-home projects involving sewing or crafts with my own children
- Blog entries can be found at [www.madeinmommyland.blogspot.com](http://www.madeinmommyland.blogspot.com)
- Used HTML and CSS skills and UI/ UX Design concepts to tweak certain aspects of the web design

### UI/UX Portfolio

- As part of my certificate course in UI/UX Design, I showcased a case study for creating an app for an apparel designer
- During this course, I strengthened my previous design skills as well acquired new skills
- My portfolio can be explored at <https://www.eternal-lights.net/ux-portfolio>

### More About Me

I take initiative, lean-in and look for ways to engage. In all my endeavors, I have been recognized and appreciated for my leadership, multifaceted skills and resourcefulness. Being someone that's not afraid to experiment and take on new projects, I am a serial hobbyist. Acquiring and self teaching new skills come naturally to me. Some of my projects and hobbies include singing in on-stage performances and emceeing cultural events, sewing, crafting, creating mandala art, pottery painting, candle making, apparel/memento vinyling, playing musical instruments, assembling a computer, solo glider piloting and astrophotography. I am also an active mom and STEM educator. Being a total space nerd, I have educated both my own kids and other school children about interesting space concepts.