





TARANDEEP KAUR

4TH YEAR BUSINESS MANAGEMENT STUDENT

Creative, enthusiastic and multi-lingual student has developed skills in content creation, communications' strategy and media production. Italian citizen, with the right to work in the UK and EU, is willing to relocate.




CONTACT

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-  Glasgow, UK
-  <https://www.linkedin.com/in/tarandeepkaur99/>

DESIGN PORTFOLIO

Visit my Portfolio to take a look at videos, social media images, flyers and editorial content I created.

 <https://tkaur.s.wixsite.com/aboutme>

EDUCATION

Glasgow Caledonian University (UK)
2018 - 2022 (Expected April 2022)
BA (Hons) Business Management
Grade Expected: 1st class

Istituto Francesco Gonzaga (Italy)
2014 - 2018
Diploma in Administration, Finance and Marketing
Grade Obtained: 100/100
Award: Scholarship for the best mark

EXPERIENCE

HR ASSISTANT/RECRUITER Dec 2021 - Present
ALBA ORBITAL Glasgow, UK

- Designed creative and innovative ways with proof-of-concept strategic projects
- Writing job descriptions and conducting talent acquisition activities to hire STEM and business positions
- Present opportunities to managers through innovation and communication assets such as case studies and presentations

BUSINESS DEVELOPMENT INTERN June - Dec 2021
OCEAN WINDS LTD Edinburgh, UK

- Implementation of end-to-end advertising campaigns through communication projects through video, text, flyers
- Designed creative and innovative ways to advertise the company products through proof-of-concept solutions
- Increased 2000+ [LinkedIn](#) followers by engaging in scheduling, drafting and content posting
- Application of 2 basic strategic videos on [YouTube](#) and recorded analytics impressions by 15%
- Developed organizational skills and summarized information through accessibility tools such as data visualization elements and infographics

MARKETING ASSISTANT June - Oct 2021
NKY CONSULTING Freelancer, UK remote

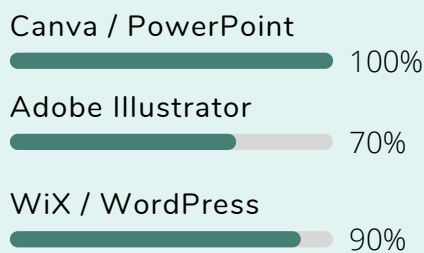
- Designed Social Media content for the NKY Accountancy Firm on LinkedIn, Facebook and Twitter
- Used market research to direct marketing strategy and planning
- Created marketing collateral aligned to the firm's vision and objectives through written blogs

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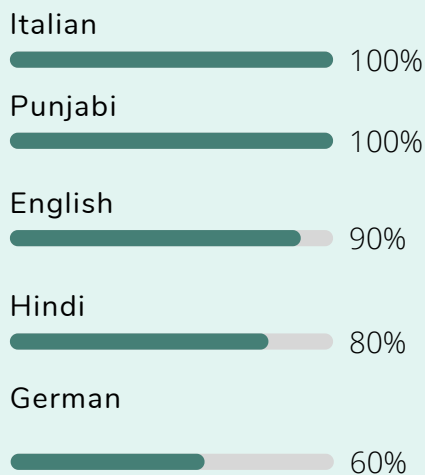
4TH YEAR BUSINESS MANAGEMENT STUDENT



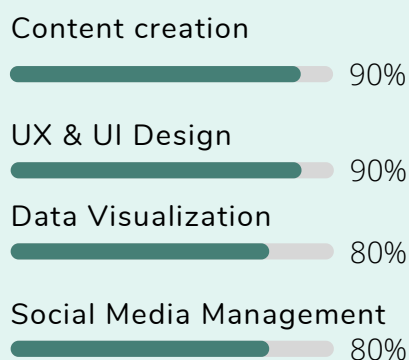
SOFTWARE



LANGUAGES



SKILLS



EXPERIENCE

HR ASSISTANT July 2020 - July 2021
NORTHEASTERN UNIVERSITY Boston, USA

- Created promotional presentations and videos using free copyright elements and university branding design
- Maintain and revise execution of communication projects by actively shaping team ideas
- Designed creative and innovative ways with proof-of-concept solutions
- Coordinated conception, development and production of media assets for each specific project through marketing materials such as newsletters, blogs posts, videos
- Advertised global internships through email campaigns, virtual flyers, direct mail, public relations and webinars

MARKETING INTERN Sept - Oct 2018
WEEVO SRL Mantova, IT

- Responsibilities included customer service, web design and editing content
- Developed skills in attention to detail, creativity and planning
- Checked the UX and UI website design
- Improved graphic design skills in Photoshop, Adobe Illustrator and InDesign

ACCOUNTANT INTERN May - July 2016
STUDIO BIANCHI SRL Mantova, IT

- Worked closely with colleagues and customers to ensure I was able to fulfil their expectations through phone and email
- Developed attention to details skills by supporting my colleagues to complete the work as correct as possible
- Managed to work on a busy schedule and in a busy environment and meet deadlines