

AARUSHI ASTHANA MSc Linguistics

Language Expert / Linguistics Researcher / Editorial Advisor / Communications Officer

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EDUCATION

MSc in Linguistics. Merit
University Of Edinburgh Sept 2021-Sept 2022

Computer Programming Speech and Language Processing, Statistics and Experimental Design, Phonetics and Phonological Theory, Linguistics Fieldwork and Language Description, Bilingual Studies, Brain Imaging in Cognitive Neuroscience, Sociolinguistics Research Design, Syntax Theory

BA(Hons) in English Language 8.89/10
Amity University, Noida. Jul 2017-Sept 2020

Linguistics, Sociolinguistics, History of English Literature, World Literature, Post-Colonial Theory, Literary Theory, Literary Criticism, Translation Theory and Criticism, Foreign Business Language

SKILLS

Fluent in Spanish, Hindi, English

Proficiency in PRAAT, ELAN and AUDACITY

MS Office

Beginner level PYTHON and R skills

Statistics

Proofreading and Editing

Report Writing

Research Management

Communication Skills

CERTIFICATION

Winter Mini School
The NYI Global Institute of Cultural, Cognitive, and Linguistics Studies

English and Communication Skills
Amity Institute of English Studies and Research

Behavioural Skills
Amity Institute of English Studies and Research

Spanish
Amity Institute of English Studies and Research

Bilingual Brain MOOC
Coursera

Machine Translation MOOC
Coursera

EXPERIENCE

Intern Nov 2022- Present
Living Tongues Institute for Endangered Languages Oregon, United States

- Edit audio, tag semantic domains, and provide English translations for various endangered languages.
- Update and review digital dictionaries of different languages on the platform.
- Completed research, compiled data and assisted in timely reporting.
- Produced high-quality communications for internal and external use.
- Researched and reviewed information in support of daily objectives.
- Liaised with clients to assess needs and responded to inquiries.
- Developed and updated tracking spreadsheets for process monitoring and reporting.
- Gathered, organized and input language information into digital database.
- Sorted, organized, maintained files and generated reports detailing findings.

Finance Director Jul 2020- Aug 2021
Rememoirs, Partnered UN-Habitat Delhi, India

- Managed funds and organized cloth drive, conferences and campaigns.
- Monitored budget and revenue trends, compiling reports for company leadership to inform decision-making.
- Set clear departmental objectives and developed effective strategies to achieve targeted goals.
- Created comforting and motivational content for elderly people with neuro-degenerative diseases.
- Worked with internal and external partners to develop and execute content strategies.

Volunteer Teaching Assistant Sept 2020- Feb 2021
Ibtada Rajasthan, India

- Checked assignments, proctored tests and provided grades according to central board standards.
- Documented attendance and completed assignments to maintain full class and student records.
- Worked with teachers in evaluating student progress, needs and gains.
- Taught small groups of students focused on specific parts of coursework.
- Prepared lessons according to course outline to convey required material and deepen student understanding of subject matter.
- Led courses independently with minimal oversight from professors.
- Provided relevant and timely feedback on student assignments.

- Kept abreast of latest developments in field, both academically and through applied skill.

Content Writer
Mad Over Print Pvt. Ltd

April 2020- Jul 2020
Uttar Pradesh, India

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Repurposed and optimized existing content for use in different mediums.
- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.
- Produced original, creative content for promotional advertisements and marketing materials.
- Customized brand message to reach and capture target audience interest and drive engagement.
- Played instrumental role in creative planning and review sessions, working with resourceful team to elevate quality of content and designs.

Social Media Manager
Aamodini GirlUp Club, United Nations Foundation

Jan 2019- Feb 2020
Delhi, India

- Developed marketing content such as blogs, promotional materials and advertisements for social media.
- Analysed and reported social media and online marketing campaign results.
- Managed team to generate original content and moderate online community members.
- Increased customer engagement through social media.
- Curated and segmented editorial content to increase engagement and channel growth.
- Improved page content, keyword relevancy and branding to achieve search engine optimization goals.
- Conducted research to determine current benchmark trends and audience preferences.

Teaching Intern and Social Media Manager
SPD Foundation

Jun 2018- Dec 2018
Delhi, India

- Planned and implemented pedagogical seminars and English language practice opportunities.
- Participate in after school English tutoring program which provide students with additional help in English.
- Observed and participated in special learning opportunities to expand horizons and learn different approaches.
- Responsible for leading and assisting in afternoon activities.
- Served as mentor to students, answered questions, provided tutoring services and offered one-on-one lesson reviews.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.

PERSONAL DETAILS

Gender She/Her

Date of Joining Immediately

REFERENCE

Name Michael Ramsammy
Role Professor
Company The University of Edinburgh
Mobile Number 0131 650 3959

Name Anna Luisa Daigneault
Role Program Director
Company Living Tongues Institute for Endangered Languages
Mobile Number +1 (451) 613-0795

- Developed lesson plans that incorporated mandated topics and included immersive activities for student engagement.

Editorial Board Member

Mar 2015- Mar 2017

Writers' Club, Mother Mary's School

Delhi, India

- Determined readiness of written pieces, made changes and approved final versions for publication.
 - Collaborated with publishing team regarding identification, acquisition, management and development of high-impact content.
 - Grew content volume and improved overall journal quality.
 - Supported publication by helping develop layouts and collaborating with production teams.
 - Reviewed articles for grammar, spelling, punctuation, syntax, accuracy and compliance with quality standards.
 - Prepared, rewrote and edited pieces to improve readability and impact.
 - Adhered to Associated Press and internal style guidelines, educating staff on standards.
 - Checked reference sources to verify dates, facts and statistics.
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