

## **Swarnim Sinha**

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### **Work Experience**

#### **Transcribing and Proofreading Experience**

October 2022 - August 2023, August 2020- November 2021

Transcriber/ Proofreader

**Isha Foundation**, Coimbatore, India

- Proofreading and transcribing audio files.
- Giving time stamps and subtitling.
- Data cataloguing.
- Other organizational tasks.

#### **Researching, editing, content and video completion experience**

July 2019 - March 2020

Sadhnapada 2019-20 Program Participant

**Isha Leadership Academy Volunteer**, Isha Foundation, Coimbatore, India

- Researching archival files to retrieve marketing content for Isha Leadership Academy's four-day annual leadership conclave Isha INSIGHT.
- Proofing and editing support for finalising INSIGHT promotional videos.
- Proofing content on website and brochures for coherence.
- Arranging and compiling handbook and brochure content.
- Proofing promotional emails for Isha INSIGHT.
- Organizational and on-ground support during the four-day Isha INSIGHT.

#### **Startup Experience**

February 2017 - June 2019

Co-founder

**Assuwa Arth Creations**, Varanasi, India

- Work on women empowerment, disability awareness, environment and heritage sensitivity, and conserving traditional art and textile making techniques.
- Developing products, overseeing sales and marketing.
- Helping provide informal education, skill identification and training to artisans, mostly differently-abled persons from marginalized sections of society.

#### **Market Research Experience**

October 2014 - December 2015

Market researcher

**Finnchat Oy**, Finland

- Market research for finding potential future partnerships for the company in B2B.
- Contacting potential companies to find their service features.

### **International Development Experience**

September 2012 - May 2014

Development Cooperation Coordinator

**Subcommittee for Development Cooperation, Student Union of the University of Jyväskylä**, Finland

- Project overseeing of the development cooperation project in India financed by the Foreign Ministry of Finland and implemented by the student union of the University of Jyväskylä.
- Tasks included but not limited to report and blog writing, communication, integration with stakeholders, organizing events and presentations.
- Annual monitoring trip to project location in India.

### **International NGO experience**

May - September 2013

Volunteer

**Greenpeace** Finland

- Organizing campaign in Jyväskylä city.
- Performing the functions of a contact person in my city and garnering and mobilizing support of volunteers and general public.
- Attending Greenpeace camps and events.

August - October 2012

Public Relation and Fund Raising intern

**The Yme Foundation**, Vegårshei, Norway

- Updating NGO's website, translating newsletter, managing donor database, participating in fundraising and other PR events.
- Started a yoga course for 2 months for self- fundraising.
- Other organizational and office tasks.

August 2011

Trainee

**Metso Paper Oy**, Jyväskylä, Finland

- Creating a database of universities in India that are involved in study and research in the area of pulp and paper.
- Contacting the universities to gain in-depth knowledge of the current work being done in the area of pulp and paper.
- Constructing a final detailed report based on the collected data.

### **Data entry experience**

December 2010 - May 2011

Project Secretary

**University of Jyväskylä**, Finland

- Translating questionnaires from Gujarati language to English for the project 'Youth Participation in Media.'
- Data entry of questionnaires on computer software.
- Proofing the data for potential errors.
- Other organizational and office tasks.

### **Education**

2010 - 2014

**University of Jyväskylä**, Finland

Master degree in Corporate Environmental Management, Minor in Environmental Sciences.

2008

**Banaras Hindu University**, India

Diploma in Yoga.

2006-2007

**Banaras Hindu University**, India

One year P.G. Diploma in Conflict Management & Development.

2003-2006

**Pragati Mahavidyalaya, Osmania University**, India

Bachelor Degree in Commerce.

### **Languages Known**

- English: Very Good
- Hindi: Mother tongue

### **Non-professional pursuits**

- Travelling, to get to know the culture and meet different people.
- Yoga and Meditation
- Art and craft

- Music and singing
- Cooking
- Biking
- Nature walks
- Organizing events