

HEER GATHANI

Aspiring Instructional Designer



CONTACT INFORMATION

- Female
- 27/12/1996
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- Location : Pune

OBJECTIVE

Seeking to be a part of a professional experience, which will give me an opportunity to show my skills, abilities and knowledge.

Along with my interpersonal skills, I am looking forward to contribute towards the growth of the company as a full time employee.

SKILLS & INTERESTS

Instructional Design Models Bloom's taxonomy, ADDIE, Gagne's, Merrill's:

Social Media Content Writing
Powerpoint Preparation
Articulate 360-Degree Storyline
Storyboarding, Curriculum Designing
Critical Thinking and Logical Reasoning
Course Development
Learning Management System (LMS)

EDUCATION

- 2022 -
Henry Harvin, Articulate Storyline
Currently Pursuing
- 2022 -
Henry Harvin, Instructional Design
Course Completed
- 2015 - 2020
ST. Mira's College, Pune, B.A
Specialization in English Literature
- 2014 - 2015
Maharashtra State Board, Pune, Higher Secondary Certificate
Rank: 72%
- 2013 - 2014
Dastur School, Pune, Secondary school Certificate
Rank: 67%

WORK EXPERIENCE

- APR 2022 - PRESENT
iResearch Services, Pune, HR Executive
Conducted the respective roles and responsibilities in regards to recruitment, selection and onboarding the employees.
Assisted graphics designing team of the HR department in formulating content, preparing PowerPoint presentations and creating hiring post for the team.
- AUG 2021 - MAR 2022
Qsmith Solutions Pvt Ltd, Pune, HR / Admin / Freelance Academic Writer
As an HR I have Managed and conducted the respective roles and responsibilities in regards to recruitment, selection and onboarding the content writers.
Systematic vendor management done towards writers and clients of the firm.
Worked with senior management to identify strategy improvements, problem solving and made recommendations for optimization.
Implemented HR policies and Guidelines on a timely basis.
- FEB 2021 - JULY 2021
Qsmith Solutions, Academic Content Writer
Conducted research industry-related topics (combining online sources, interviews and studies)
Written clear marketing copy to promote our products/services Prepared well-structured drafts using Content Management Systems Proofread and edited blog posts before publication
Submitted work to editors for input and approval
Coordinated with marketing and design teams to illustrate articles Promoted content on social media Identified customers' needs and gaps in our content and recommend new topics Ensured all-around consistency (style, fonts, images and tone) Update website content as needed