Navriti Sood

People Operations

Contact

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Education

Master of Science
Culture, Organization
and Management
Vrije University— Amsterdam
2016-2017

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Bachelor of Science
Media, Culture
and Communications
New York University
2009- 2013

Expertise

Project Management
Program Development
Strategic Planning
Data Analysis
Social Innovation
Community Development
Critical Thinking
Creative Problem Solving
Behavioral Science
Team Work
Coworking
Copy Writing
Research
Cultural Values
Quality Assurance
Website Architecture
Client Relations
Copy & Content Editing

PROGRAMMING MANAGER & RESEARCHER

TQ— Amsterdam, NL / Feb. 2017 - May 2017

- Discussed, conceptualized, and strategically planned culture and programming initiatives
- Engage in and managed cross departmental communication in ideating and implementing the evolution of TQ's diverse community, development of its facilities, space, programming and organizational culture
- Conducted interviews, surveys and qualitative research to analyze progress/hinderances of community development initiatives, impacts of company culture and interior design on human behavior and inter-organizational interactions

DIGITAL PRODUCER

Kettle / Sept. 2015- Aug 2016

Clients: Luxottica: Persol, Sunglass Hut; AmEx, Pepsi Homemade
- Led copy, design, development and strategy teams to deliver websites and high-end social media campaigns
- Managed daily client meetings, provided updates to international teams
- Created scopes of work, budgets, internal project documents and timelines
- QA'd all websites, used internal bug tracking system to distribute tasks, managed asset production, launch and post launch workflows
- Created internal database of social media influencers and photographers
- Managed ideation, curation and production of a line of Kettle branded tea to enhance company culture

INTERACTIVE PRODUCER

Apple / Jan. 2015- Sept. 2015
With Kettle Team— Cupertino, CA

- Managed creative development processes for many websites of apple.com
- Managed interactive project resources, production timelines, and identified critical project variables to drive team forward
- QA'd websites and used internal bug tracking system to distribute tasks
- Coordinated integration of copy and designs into PSDs and code for creative reviews and approval
- Worked with video, graphic production, dev, business affairs, cross functional, content, legal and QA teams to ensure optimal quality and timely delivery assets to international teams for global launches
- Conducted interviews and extensive research to create a standardized onboarding document illustrating company culture, use of internal resources and tech workflows
- Onboarded new employees and worked 1-on-1 with head of each department to gradually improve onboarding processes
- Organized frequent team gatherings and workshops to foster innovation, team bonding and creativity

TECH SKILLS