

Shivani Challa

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2388 Dakota Lakes Drive
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EDUCATION:

Bachelor of Science: Management & Finance
Virginia Tech, Pamplin College of Business
Overall GPA: 3.40

Expected Graduation: May 2018

EXPERIENCE:

The Blacksburg Partnership – Blacksburg, VA (August, 2016 – December, 2016)

Marketing and Planning Intern

- Researched upcoming events in the Blacksburg area to update organization's website with these events
- Scheduled social media posts to promote events and items the organization sells with a goal of 3 posts per week for each Facebook pages the organization owns with an increased people reach of 20%
- Assisted in administrative tasks such as documenting credit card statements into the system database, updating the properties database, creating various documents on Microsoft Office to help with planning of the various festivals and events the organization puts on
- Trained volunteers to run a merchandise booth at a festival with an estimated revenue of \$700 for the booth
- Researched 10 other festivals in Virginia to think of ways to improve festival organization for this organization and presented the information in a meeting

Ace Info Solutions – Reston, VA (June, 2015 - January 2016)

Proposals Intern

- Helped on multiple proposal activities for Capture and Proposal Department for a midsize Federal Government contractor with 550 staff, \$120M annual revenue including researching contract vehicles for all past proposals
- Assisted in pricing analyses and developed pricing spreadsheets. Performed 100's of salary surveys for various locations in the US, mapped solicitation labor categories to the contractor labor categories, rates, escalated salaries to match current values
- Prepared meeting minutes and followed up on action items for proposal strategy sessions, proposal reviews. Topics included teaming partnerships, approaches, past performance, and pricing. Prepared documents for proposal reviews

EXTRACURRICULAR ACTIVITIES:

Management Society, Vice President (August 2016 -Present)

- Manage the organization's website through Weebly and member list through Microsoft Excel
- Devised a way to directly reach business students interested in the club, which led to an increase in active members by 200%

Collegiate Women in Business, member (August 2015-present)

- Attended a networking event where I met with representatives from the companies Marriot, AXA Financial Group, and Deloitte and attended presentations where I learned about the three companies, talked to employees from there on a personal level and engaged in activities with them

Pamplin Leadership Conference, member (April 2016-April 2016)

- Attended this conference to learn how to improve my leadership and networking skills. Talked to various companies including Target, Grant Thornton, and Deloitte