**Shraddha Kaul**

+65 8185 3000 • shraddhakaul123@gmail.com • linkedin.com/in/shraddha-kaul

# EDUCATION

**Singapore Management University (SMU)** Aug 2020 – May 2024

Bachelor in Social Science (Psychology) (Expected)

**Temasek Junior College**  Jan 2018 – Sep 2019

GCE ‘A’ Levels

# RESEARCH EXPERIENCE

**Singapore Management University**

**Student Researcher, DAWNLab** Sep 2023 – Present

* Currently undertaking an Independent Study Project under the supervision of Professor Andree Hartanto
* Currently co-authoring two other publications

**Psychology Research Assistant, DAWNLab** Aug 2023 – Present

* Managed the recruitment and screening of participants for an online study
* Supervised participants in the completion of Qualtrics surveys during physical lab sessions
* Maintained effective communication channels with participants, providing information about the study and addressing queries
* Organised data in a clear and concise manner during the data collection phase for an online study
* Managed the compensation process for participants upon completion of a study

# VOLUNTEER EXPERIENCE

**Morning Star Community Services**  Aug 2023 – Present

Volunteer

* Facilitated activities such as dance, drama and art for children of families in need as part of their transitional night care programme (CareNights)
* Assisted children with their academic work
* Ensured the safety and well-being of the children, creating a safe space for children to voice out their needs

**Bethesda Care Centre**  Aug 2022 – Dec 2022

Volunteer

* Facilitated the weekly reading programme for children aged 5 to 7 from low-income families
* Assisted children in building a strong foundation in English

# WORK EXPERIENCE

**We Are Caring Pte Ltd** Jun 2022 – Aug 2022

Human Resources Intern

* Acquired the Certificate of Employment Intermediaries (CEI) and gained extensive knowledge on the employment laws in Singapore, including those concerning Migrant Domestic Workers (MDWs)
* Liaised extensively with employers, guiding them towards ethical and fair hiring processes
* Communicated with domestic workers, overseeing their welfare by ensuring that no salary deductions or placement fees were incurred

**ENFACTUM – Integrated Marketing Services**  Aug 2021 – Nov 2021

Digital Marketing Associate

* Developed and maintained a content calendar to manage ENFACTUM’s personal social media channels
* Assisted in the rebranding efforts of clients such as Fujifilm and HP
* Created high-impact messaging for our clients’ marketing collaterals
* Presented clients with unique copy options to meet their marketing objectives

# CERTIFICATIONS

**IRB Training for SMU Researchers**  Sep 2023

CITI Program

Credentials ID: 58286003

# CO-CURRICULAR ACTIVITIES

**SMU Samba Masala**

**Vice President**  Oct 2021 – Dec 2022

* In charge of the 90-member strong band and its internal operations including morale, discipline and internal events
* Overall In-Charge of school-led events such as Patron’s Day, Open House, Arts Festival
* Main liaison between the school, club instructors and the band

**Member** Sep 2020 – Dec 2022

* Chocalho player in SMU’s Afro-Brazilian percussion group
* Participated in multiple internal and external gigs and collaborated with other Samba percussion groups in Singapore

**SMU SOSCIETY**  Jan 2021 – Jan 2022

Events Associate

* Worked closely with my team members to organise and execute events for the students in the Social Science faculty such as welfare drives and a podcast

# SKILLS AND ADDITIONAL INFORMATION

* Proficient in Microsoft Office and Qualtrics
* Fluent in English and Hindi