

# Diya Monpara

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## EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

### **Bachelor of Business Administration**

May 2029

Major: Management Information Systems | GPA: 3.75

Relevant Coursework: Digital Systems, Data Analytics, Analytical Reasoning, Quantitative Analysis for Business, Human Behavior, Sustainability, Acting

## EXPERIENCE

JG International School, Ahmedabad, India

June 2022 – June 2024

### **Graphic Designer**

- Created personalized invitations which were mailed to esteemed guests for various high school events such as graduation ceremonies, fundraisers, and community engagement initiatives.
- Utilized Canva and Adobe Express to create print content based on stakeholder needs specific to events
- Leveraged Adobe Premier Pro to edit and curate video content for event promotional purposes.
- Collaborated with print production department to create mechanical files and ensure print-ready materials.

TEDxYouth@JGIS, Ahmedabad, India

July 2023 – September 2023

### **Head Social Media Manager**

- Directed event marketing and digital presence by managing social media campaigns for non-profit speaker series.
- Created engaging posts, stories, and speaker promotions on Instagram to maximize audience outreach.
- Led 4+ students in creating designs on Canva, developing content calendar, and captioning posts with brand voice.
- Performed outreach to potential speakers and distributed formal invitations to all program participants.

John Geevarghese Model United Nations, Ahmedabad, India

June 2023 – August 2024

### **Head Creative Director & Organizing Committee Member**

- Led the creative direction of 2-day educational conference, including branding, delegate kits, and stage setup.
- Oversaw the aesthetic execution.
- Designed promotional materials including notebook, pens, ID for participants, and invitations for conference.
- Collaborated with the organizing committee to manage logistics and ensure smooth event flow.

## EXTRACURRICULAR EXPERIENCE

Ahmedabad Civil Hospital, Blood Drive Fundraiser

December 2023 – February 2024

### **Fundraiser & Event Manager, Organizing Committee**

- Spearheaded the planning, logistics, and distributed promotional materials for a community blood donation drive.
- Collaborated with Ahmedabad Civil Hospital representatives to promote student sign-up and organize day-of event setup.
- Coordinated with healthcare professionals and student volunteers to ensure safety and efficiency.

Association for Heads of IB World Schools (Cultural Program)

June 2023 – August 2023

### **Performer, School Representative**

- Participated in the cultural showcase, representing the school through a traditional performance.
- Rehearsed performance alongside peers for 10 hours weekly over course of 2 months.
- Collaborated with peers and faculty to deliver a coordinated final performance.

## CERTIFICATIONS

*Introduction to Artificial Intelligence*, LinkedIn Learning

October 2025

## SKILLS & LANGUAGES

**Software:** Microsoft Word, Excel, PowerPoint, Google Workspace

**Languages:** Intermediate proficiency in French, Native proficiency in Hindi & Gujarati