



## Contact

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## Education

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



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

## Expertise

Copy & Content Editing  
Project Management  
Program Development  
Branding  
Workplace Design  
Workflow Optimization  
Design Thinking  
Data Collection & Analysis  
Research & Development  
Quality Assurance  
Website Architecture

## Tech Tools

Keynote  
Panda Docs  
Basecamp  
Sketch/Moqups  
Trello  
Mailchimp  
Mac & Microsoft Office

# Navriti Sood

## Culture & Workplace Design Consultant

### RELEVANT EXPERIENCE

#### CONSULTANT

**Motivate Design**— New York, NY / May 2018 - Jul. 2018

- Developed and implemented mission, vision and branding for Insider Insight
- Created community guidelines and values, established community manual
- Conducted market research and collected qualitative data for clients
- Analyzed and synthesized large data sets, presented findings to clients
- Wrote and developed training materials for user onboarding for ININ platform

#### PROGRAM MANAGER & RESEARCHER

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

- Conceptualized and strategically planned culture and programming initiatives
- Created/distributed program PRD's, budgets, schedules, and client invoices
- Managed cross departmental communication in ideating and implementing community development initiatives
- Developed and executed community onboarding process
- Took part in bi-weekly sprints, measured team KPI's to support company OKR's
- Conducted interviews, collected community data through surveys and analyzed responses to develop TQ's facilities, culture and programming
- Worked with architects to evolve interior design of community and office spaces

#### 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 of 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 day-to-day 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, learning, and team bonding

#### FOUNDER/ CURATOR OF SPEAKERS

**TED X NYU**— New York, NY / Apr. 2011 - Jun. 2012

- Managed daily client meetings, provided updates to international teams
- Developed brand strategy, build story board and theme for conference
- Lead weekly production meetings and ensured timely execution of duties
- Created and executed application process for speakers, interviewed and vetted all speakers for the conference ensuring topics were cohesive with the theme
- Acquired appropriate licensing for production, drew contracts and set budgets
- Edited speaker presentations, connected each speaker with a speaking coach
- Managed post-production duties; edited footage, updates media content for marketing and distribution