- Planned and executed a 500-attendee multicultural show; oversaw run-of-show, scheduling, and day-of-logistics.
- Coordinated rehearsals and communication with participants, ensuring smooth flow and inclusive representation.

Skills & abilities

- Microsoft Excel, PowerPoint, Word, Google Sheets
- Google Colab, Data Visualization
- Research, strategic problem-solving, professional communication
- Team collaboration, time management, cross-functional support
- Fluent in English and Bengali