

Mannat Khattar

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EDUCATION

I.H Kempner High School, *Sugar Land TX - Class of 2022*

GPA: 3.94/4.0

Class Rank: 87/461

Honors: National Honor Society, Thespian Honor Society, English Honor Society, BPA Marketing/Public Relations

Co-Founder of Creative Writing Club + started Save the Children at KHS

SIX WEEK SUMMER INTENSIVE – Neighbourhood Playhouse June 2022

ACTING IS DOING | THE MEISNER TECHNIQUE – Gary Kingston November 2020

WORK EXPERIENCE

Meena's Kitchen – Social Media Marketing Manager

Since 2020, Houston, TX

- Wrote, edited, and published content to share on all brand's company social media profiles and partner channels.
- Maintained brand innovation and kept abreast of the latest social media trends. Monitor brand-related mentions on all social platforms and engaged with readers' responses to articles.

Key Achievements

- Increased Instagram conversion rate by 35% with new advertising strategy.
- Identified more accurate target customer base which increased retention by 15%.

Conduent – Data Analyst (Employer – Dimpi Desai)

June 2022– Dec 2022

- Performed technical work, using data organizing and coordination skills with analytical and operational processes.
- Received, processed, and ensures document classification are completed and transmitted to clients.
- Identified documents and their purpose; creating a database of information

Blendin Coffee – Barista

March 2018–April 2020

- Demonstrated exceptional customer service skills, resulting in a 25% increase in customer satisfaction ratings, as measured by weekly customer surveys.
- Consistently prepared beverages to company standards, resulting in a 97% accuracy rate in daily quality checks

LEADERSHIP EXPERIENCE & ACTIVITIES

VICE PRESIDENT – Texas Thespian Honor Society

Oct 2021–May 2022

Hobby Center Houston – Volunteer

June 2019 –July 2020

- Helped our patrons and clients, providing first-class service and ensuring the safety of everyone who visits the Hobby Center. Creating an enriched experience where great relationships and friendships are made.
- Scanning and reading tickets, greeting, giving directions assisting patrons with disabilities

Environmental Voter Project – Volunteer

May 2020 – Present

As a Green Artist, a member of the Environmental Voter Project, and a member of Beyond Artists, a coalition of artists who donates a percentage of their project fees to organizations they care about. With my art work, I support Kurn Hattin Homes for Children through my projects

SKILLS & INTERESTS

Computer: Google Suite, Adobe Creative Suite (Photoshop, Illustrator), Microsoft Office (Excel, Powerpoint),

Skills: Acting, Dancing (contemporary 7 years), Digital Marketing, Product Marketing, UGC, Event Planning, Creative and Analytical skills

Languages: English (Native), Hindi (Fluent), French and Spanish (Proficient)

Interests: Drawing & painting, Graphic Design, Podcasts, Personal investing, Pilates, Cooking