

Diya Bhavik Khera

+44 07479422730 | +91 8511143030 | 02/12/2003 | diyakhera03@gmail.com

www.diyakhera.com

Education

Nottingham Trent University

2021 - 2024

BA (Hons) Media Communications and Culture

Relevant modules: Advertising, Journalism and PR (Level 1 & 2), Lifestyle and Consumer culture, Communications and Creativity Toolkit, Media Practice and Production, Analysing Popular Music and the Future of Media Communications

Cygnus World School

Graduated May 2021

Commerce with Maths and Computers

Graduated with an overall grade of 91% in Mathematics, Business Studies, Accountancy, Informatics Practices (Computers) and English
Member of Student Council - House Captain (2019-20), House Vice Captain (2016-17)

Work Experience

News on Stage: News on the Street

Apr 2024 - May 2024

Public Relations Assistant (Paid Position)

- creating and producing PR/marketing products such as press releases, event leaflet, event logo
- distributing leaflets and posters
- photography of the event, attending rehearsals, meetings and the post production event
- assisting directors with planning and preparation (venue and stage set up)

Nottingham Contemporary

Nov 2022 - March 2023

Internship - Response Placement

Team Representative for Launch and Distribution, Event and Stage Manager for the Launch Event

- coordinating meetings weekly and reporting updates to the internship supervisor
- coordinating with the cafe manager the details of the event including set up of the event
- stage managing the performances during the launch event
- organising the launch event - creating and organising props, script management and coordinating with the BSL interpreter
- social media marketing - creating social platforms for the event, advertisement through posters distributed, socials

Nottingham Trent University

Oct 2023 - Present

Student Ambassador (Paid Position)

Subject Ambassador on open days for Media Communications and Culture

- interacting with potential students and their guardians about the course
- actively participating in taster sessions to encourage students and aid course lecturers
- showcasing my portfolio in taster sessions and communicating the various projects undertaken

Nottingham Trent University

May 2023 - Present

Student Mentor (Paid Position)

- interacting with first years, providing a strong support system for new students joining NTU
- organising social events for them to interact and socialise with each other
- aiding with issues regarding academic work, university life and more

Nottingham Trent University

Oct 2021 - May 2024

Course Representative

- collecting feedback from students regarding the curriculum and modules
- actively participating in course/admin meetings, relaying the feedback to the course leader and committee
- providing solutions to the problems raised and communicating it back to the students

Natural Wellness Centre

Sep 2023 - Sep 2023

Content Creator (Paid Position)

- creating a brochure/pdf document that included the services and details of the centre
- created a presentation for window display

Platform Magazine

Oct 2022 - May 2023

Marketing Team Member

- handling social media platforms like Instagram and TikTok
- photography (Varsity games, Concerts, Goose Fair, Changing Seasons)
- writing articles such as concert reviews

Certifications

Fine Arts (Vadodara Visual Arts Centre)

2017 - 2019

- Charcoal, Clay Sculpture, Print, Colour Theory, Oil Painting and more

Advertisement at Jagran Lakecity University

June 2020 - July 2020

Faculty of Journalism and Creative Studies

- Short online course

Introduction to Criminology: Explaining Crime

May 2021

Udemy

- Short online course

Skills and Languages

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Gujarati

Limited Working Proficiency