## Sreejith Thankappan [sreejith80@gmail.com](mailto:sreejith80@gmail.com) (509)339-5401

**Work Experience:**

**Human resources specialist**

Schweitzer Engineering Laboratories, Pullman, Washington 1/2022- Present

**Program Specialist**

Office of Commercialization, Washington State University, Pullman, Washington 12/2018 – 1/2022

* Co-ordinating with half a million project
* Monitoring multiple projects and follow up with fund utilization
* Conducting IPC meetings and other staff meetings
* Gatekeeper for Invention disclosure portal and performed other administrative activities

**Teaching Assistant:**

Washington State University, Pullman, Washington 08/2015 – 12/2017

* Co-ordinated with professors to develop study materials, presentations, and charts
* Lectured on human development and assisted students with study materials
* Conducted assignments and exams for students, Managed grading processes

**Research Assistant:**

Washington State University, Pullman, Washington 08/2014 – 12/2014

* Supported the research team by collecting and sorting materials required for the research
* Monitored and Managed various data associated with research artifacts

**Human Resource Executive:**

DocuStream India Technologies Private Ltd, Kerala, India 06/2008 – 04/2012

* Ensured work rules, policies, practices, and programs meet legal and regulatory requirements
* Analyzed, Interpreted, and forecasted workforce trends considering the budget, vacancy rates, and workforce needs
* Co-ordinated various training programs for new recruits
* Managed Employees’ Provident Fund, gratuity, and their state insurance
* Securely managed employees’ personal data and records
* Co-ordinated with the Payroll department to manage employees’ payroll
* Planned team outings and organized events for team building activities

**EDUCATION:**

**Master of Education**

College of Education, Washington State University, Pullman, WA 05/2018

**GPA:** 3.7/4

**Master of Business Administration**

Bharathiar University, Coimbatore, India 05/2007

**GPA:** 4/4

**M.Sc. in Health and Behavioral Sciences**

MG University, Kerala, India 12/2004

**GPA:** 4/4

**Technical Skills:**

**Software:** Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Adobe PDF Editor and

Data Management using Cloud Technologies

**AWARds and ACHIEVEMENTS:**

* Co-Authored “***Views from inside: Languages, Cultures and Schooling for K-12 educators”***
* Coordinated with Maithiri (Nonprofit organization) to rehabilitate vulnerable children from abuse
* Board member of Montessori School of Pullman, WA
* Coaching new members for WSU badminton team