

ISHIKA SACHDEVA

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Education

B.S. in Health Services Administration

Drexel University, Philadelphia, PA

Honors: *magna cum laude* (GPA: 3.84)

Minor in Psychology, Pre-Law

June 2022

Experience

Pearl Homes, LLC

Property Manager

East Windsor, NJ

February 2022 – Present

- Drafts contracts by negotiating leases with tenants and contracting with repairs and maintenance services
- Maintains correspondence and documentation related to contracted services, tenant inquiries and issues, property insurance, rent and utility payments, and past and projected expenditures
- Collaborates with numerous entities to ensure compliance with township regulations and association bylaws by tracking inspections and filing relevant paperwork for several properties
- Shares and clarifies details regarding lease contracts and contracted services with property owners and tenants

PECO (Exelon Corporation)

Mapping and Document Services Coordinator

Plymouth Meeting, PA

April 2018 – September 2018

- Developed SharePoint site and digitized archives dating back 25+ years, in addition to active work orders, using MS Excel to maintain detailed and organized electronic files, streamline data, and increase department efficiency
- Generated new training task books for VP accrued over a five-year period using preliminary training manuals
- Revised existing task books with keen attention to detail to verify accuracy, resolve discrepancies, prepare/track template changes, ensure quality control and compatibility with MS Word, leading to improved user experience
- Assessed operational information for department performance indicators on a monthly basis

Robert Wood Johnson University Hospital

Assistant – Emergency, Pharmacy, and Childcare Departments

Hamilton, NJ

June 2014 – August 2015

- Expedited Emergency Department triage by coordinating with department personnel to resolve issues effectively
- Independently mediated patient overflow by escorting 50+ patients and visitors daily, providing hospitality, accurate and timely information, and obtaining vital information from relevant parties
- Tended to 15 newborn and 20 elementary-aged children at Lakeview Child Center; facilitated conflict resolution, supervised various classroom activities, interactions, and recreational hours
- Communicated with Pharmacy Department patients regarding appointment and medication concerns

Academic Projects

The Health Hub of Philadelphia

Co-Founder

Philadelphia, PA

June 2021 – August 2021

Proposal to establish a new health-related nonprofit organization to fulfill unmet community needs.

- Deconstructed major foundational, operational, and managerial issues associated with procurement, governance, resource management, fundraising, marketing, communications, fiscal affairs, and strategic planning to ensure viability of the proposed organization and compliance with the Internal Revenue Code
- Strategized with advisor to identify opportunities for risk mitigation and resolution prior to launch

Leadership and Activities

Rare Disease Legislative Advocates

Representative – Rare Disease Week on Capitol Hill, Ambassador

Washington, DC

January 2019 – Present

- Selected to serve on a special committee led by the Sleep Research Society to champion the interests of students and young adults with sleep disorders
- Advocated at legislative conference with 700+ advocates and 250+ patient organizations to promote healthcare innovations and policy developments
- Appealed to members of Congress to restore funding for sleep and sleep disorders research; followed up via email, receiving support from the NIH and CDC as a result of our team effort

Delta Gamma Fraternity

Philadelphia, PA

Member, Recruiter (2016 – 2022), Director of Senior Programming (2020 – 2021)**September 2016 – Present**

- Designed and analyzed new and existing processes to organize graduation ceremony for 23 seniors, 50+ guests; plan networking, educational events; and conduct recognition/award ceremonies, social media initiatives
- Developed scalable processes to manage \$2,400 budget, increase budget by 60% through fundraising, and cultivate new relationships through collaboration with various local businesses despite lockdown limitations
- Defined, tracked, monitored, and measured success of key projects using project management tools
- Secured alignment with project goals and deadlines in partnership with chapter advisors, leadership team, chapter at large, and several university departments; provided progress updates to key stakeholders

Macy Undergraduate Leadership Fellows Program

Philadelphia, PA

Fellow**September 2020 – June 2021**

Program with a focus on skills to enhance leadership capacity and efficacy, interprofessional learning, cultural competence, DE&I, and health care and policy awareness.

- Interacted and problem-solved in a diverse, cross-functional environment consisting of 26 mentors, four faculty members, and 25 students across various disciplines of study
- Produced 18 presentations and research papers using MS PowerPoint, MS Word, and website development
- Presented research to 50+ healthcare and business professionals about complex issues involving health care and community outcomes to determine viable solutions
- Consulted with mentors and faculty to enhance leadership skills and discover opportunities for growth

Skills

Hindi - Fluent

MS Office Suite

Accounting

Legal Research

Spanish - Intermediate

Proposal Writing

Data Analysis

Zoom, Slack, Canva

French - Intermediate

Technical Writing

Financial Analysis

Project Management

Professional Affiliations and Certifications**Project Management Institute (PMI)****February 2023 – Present***Leading professional association for project management***Certified ScrumMaster (CSM)****October 2022 – Present***Certification of skills in Scrum terminology, practices, and principles provided by the Scrum Alliance***American Bar Association (ABA)****September 2022 – Present***Professional association serving as the national representative of the legal profession***Alpha Eta National Honor Society for the Allied Health Professions****May 2022 – Present***Honor society recognizing scholarship in allied health students***American College of Healthcare Executives (ACHE)****September 2021 – Present***Professional society for healthcare leaders committed to improving health***Psi Chi International Psychology Honor Society****September 2021 – Present***Honor society encouraging excellence in scholarship and advancing the science of psychology***QPR Gatekeeper****September 2020 – Present***Certification in suicide prevention provided by the QPR Institute*