

Pranavi Yarlagadda

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PROFESSIONAL SUMMARY

Recent Virginia Tech graduate with HRCI and ADP AIRS HR certificates and hands-on Human Resources experience in recruitment, candidate screening, onboarding, and HR documentation. Brings a psychology and economics foundation, proven team leadership, and data analysis skills (Excel, Tableau) to support efficient hiring, accurate HR reporting, and a positive employee experience.

EDUCATION

Virginia Polytechnic Institute and State University (Virginia Tech)

May 2026

Bachelor of Arts in International Studies | Minors: Economics, Psychology | Honors College | GPA: 3.51/4.00

CERTIFICATIONS

HRCI Human Resource Associate Professional Certificate (Coursera) | ADP AIRS Entry-Level Recruiter Professional Certificate | Foundations of Geospatial Mapping (ArcGIS) | Google Data Analytics (In Progress)

HUMAN RESOURCES EXPERIENCE

Human Resources Intern | SAMA International USA LLC

June 2025 – October 2025

- Screened and evaluated hundreds of resumes against job requirements, delivering shortlists of qualified candidates that helped hiring managers interview faster.
- Kept the hiring process on schedule by coordinating interview scheduling and applicant communication across hiring stages.
- Supported onboarding and new hire orientation, preparing complete employee documentation for a smooth start.
- Built recruitment reports and tracked hiring metrics, giving leadership visibility into the pipeline and informing improvements to recruitment workflows.
- Maintained accurate, confidential personnel records, upholding data privacy standards across all HR files.

LEADERSHIP EXPERIENCE

Captain, Senior Advisor & Productions Chair | Dhamaal at Virginia Tech

March 2023 – May 2026

- Led a nationally competitive dance team as Captain, delegating responsibilities across the executive board and leading conflict resolution to keep the team cohesive.
- Mentored officers, new members, and incoming leaders as Senior Advisor, strengthening succession planning and long-term organizational continuity.
- Drove member recruitment initiatives and coordinated travel logistics, schedules, and performance production with technical staff and event organizers.

Speaker Coordinator | Career Premiere

March 2021 – April 2022

- Recruited professional speakers for a high school career fair, bringing diverse career perspectives to students.
- Served as liaison between professionals and school contacts, managing scheduling and communications for a smooth event.

RESEARCH & ANALYTICAL EXPERIENCE

Diplomacy Lab Researcher (Team Co-Lead) | U.S. Department of State / Virginia Tech

January 2026 – June 2026

- Co-led a research team on a State Department-sponsored project, coordinating tasks and deadlines to deliver briefing materials, maps, and policy recommendations on West African security.
- Synthesized open-source and government information into concise reports and presentations for project stakeholders.

Student Researcher | Virginia Tech Honors College

August 2023 – December 2025

- Built Tableau data visualizations of Vietnam's trade patterns, turning complex datasets into clear, decision-ready insights.
- Authored a policy memorandum for the Metropolitan Transportation Authority using mixed-methods research on transit accessibility.
- Conducted literature reviews on global human rights, synthesizing peer-reviewed research on equity and protections.

ADDITIONAL EXPERIENCE

Salesperson | The Children's Place

June 2023 – August 2023

- Delivered customer service and resolved concerns in a fast-paced store, helping the team exceed sales goals.

SKILLS

Human Resources: Recruitment, Resume Screening, Candidate Evaluation, Interview Scheduling, Onboarding, Personnel Records, HR Reporting, Conflict Resolution, Confidentiality

Technical: Microsoft Excel, Word, PowerPoint, Google Workspace, Tableau, ArcGIS Pro, Zoom, Canva

Professional: Stakeholder Communication, Project Coordination, Professional Writing, Data Analysis, Attention to Detail

Languages: English (Fluent), Telugu (Bilingual), Spanish (Classroom Study)