TEJITA GIRISH MITRAGOTRI

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EDUCATION

M.A. Industrial and Organizational Psychology (*concentration: Personnel and Human Resources*) **May 2026**
Brooklyn College – City University of New York
Bachelor of Liberal Arts, *(Psychology, minor in Business Administration)* **July 2023**
University of Pune (India)

ACADEMIC HIGHLIGHTS

Job Analysis & Employee Selection **Spring 2026**

- Developed job analysis for the role of a Case Planner by interviewing Subject Matter Experts (SME), and reviewing data from Department of Labor website, ONETonline.
- Proposed job descriptions, recruitment strategies and assessment plans based on job analysis and SME interviews.

HR Management Applications **Fall 2025**

- Created an HR Starter Kit for company's Eastern branch that included strategies for recruitment, onboarding, diversity & inclusion, HR metrics and safety protocols.
- Developed DEI policies for the company, such as EEO, anti-harassment, Indigenous conflict resolution practices, Employee Resource Groups (ERGs), and global mentorship pairings.
- Designed HR analytics framework covering organizational health, hybrid effectiveness, recruitment equity, and inclusion by using tools such as burnout risk indices, demographic hiring funnel analytics using the Four-Fifths Rule, and inclusion climate surveys to support equitable decision-making.

RELEVANT EXPERIENCE

Vidula Psychological Consultancy (Clinical Psychology Student Intern) **December 2022**

- Participated in role play activities to record patient's case history by asking them intake questions under supervision of 2 counselors, using information recorded to refer them to appropriate care.
- Developed basic counselling skills through a lecture series conducted by supervisors.
- Gained knowledge in psycho-educating clients & engaging in peer counselling through role-play & 8 supervisor sessions.

Interdisciplinary School of Science-SPPU (English Tutor) **February 2022**

- Assessed student English language abilities by providing worksheets, reviewed completed work to determine areas of improvement and implemented strategies to teach language 3 days per week up to 2 hours each day.
- Coordinated small groupwork amongst team of 6 to reinforce concepts of English language.
- Enhanced student learning outcomes by creating development plans according to needs and individual differences, improved existing curriculum to meet students' needs.
- Designed and implemented outcomes assessments for curriculum topics which confirmed learning objectives were met.

PROFESSIONAL DEVELOPMENT

GE Aerospace Human Resources Job Simulation (Forage) **February 2025**

- Completed HR job simulation focusing on Lean Methodology to identify ways to increase process efficiency.
- Reviewed company processes, detailed process and identified waste steps to propose solutions.
- Evaluated performance of employees & prepared recommendations to managers for raises based on pay ranges.

BCG Introduction to Strategy Consulting Job Simulation (Forage) **March 2025**

- Completed Strategy Consulting job simulation focusing on how to think creatively.
- Used brainstorm strategies to generate ideas to help fictional luxury clothing company increase sales revenue.

ACTIVITIES

Graduate Industrial and Organizational Psychology Club: ***President*** (Brooklyn College) **August 2025- May 2026**

- Coordinated events, partnered with 6 faculty & 15+ alumni to strengthen engagement & professional development.
- Resolved scheduling and resource challenges and improved event execution by streamlining club operations.

SKILLS

- **Computer:** Intermediate in Microsoft Office and Google Workspace. Basic knowledge of Photoshop, Illustrator, SPSS, C++
- **Languages**: Fluent in spoken and written Marathi and Hindi; basic spoken and written Korean