

SHIV NARAYAN

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PROFILE

Commerce graduate transitioning into data analytics, currently completing Google's Data Analytics and Google AI Professional Certificates (Coursera), with hands-on coursework in data cleaning, SQL, spreadsheets, Python, and AI-assisted workflows — applied directly to CiviQuest, a self-built civic-education web app, as a capstone project. Brings 18 months of professional experience in content, digital operations, and stakeholder communication from nonprofit work in the US, plus practical fluency in AI-assisted development (Cursor, Claude) and modern web platforms (Next.js, Shopify Liquid, Framer).

DATA & AI COURSEWORK

Google Data Analytics Professional Certificate — Coursera, In Progress (6 of 9 courses complete; finishing final module of Course 7, Introduction to Data Analysis Using Python)

- Core skills: data cleaning & organization, spreadsheets, SQL (incl. BigQuery), data visualization and dashboards in Tableau, Python for data analysis, and structured problem-solving via the Ask-Prepare-Process-Analyze-Share-Act data analysis process — still building hands-on fluency.

Google AI Professional Certificate — Coursera, In Progress (3 of 7 courses complete — AI Fundamentals, AI for Brainstorming & Planning, AI for Research and Insights; starting AI for Writing and Communicating)

- Core skills: applying AI tools for research, insight generation, and communication in professional workflows.

Supplementary Coursework: "Entrepreneurship 1: Developing the Opportunity," Wharton, University of Pennsylvania (Coursera, 2023) • "Foundations of User Experience (UX) Design" & "Start the UX Design Process: Empathize, Define, and Ideate," Google (Coursera, 2024)

APPLIED PROJECT

CiviQuest ([civiquest.in](#)) — Founder & Builder, Capstone Project for Google Data Analytics Certificate

- Independently designing and building CiviQuest, a civic-sense quiz web app for young learners, end-to-end using Next.js — from concept and UX to deployment.
- Using CiviQuest as the applied case study for the Google Data Analytics capstone — structuring user-engagement data and building toward stakeholder-ready reporting — with an AI-assisted workflow (Cursor, Claude) for both product logic and data structure.

WORK EXPERIENCE

Digital Design & Content Creator | Massachusetts Baptist Multicultural Ministries (MBMM) & ACE Center for New Americans

Jun 2024 – Dec 2025

- Designed newsletters, banners, invitations, and promotional materials for key events (World Refugee Day, the Allelon Gathering, Gala & Silent Auction) using Canva and Adobe Photoshop, and grew social media reach and engagement by thousands across Facebook, Instagram, and Twitter.
- Managed and updated organizational websites — event pages, embedded forms, and multimedia content — and built registration templates that streamlined data collection and onboarding.
- Collaborated in weekly team meetings to align content and design output with organizational goals and stakeholder feedback.

Operations Intern | TravClan

Jul 2023 – Sep 2023

- Formulated destination requirements and matched them to the relevant operations teams on a daily basis.
- Coordinated bookings with travel agents and contributed to holiday portal improvements, boosting usability and customer engagement.
- Trained new associates on portal functionality, accelerating onboarding.
- Maintained client follow-ups to ensure needs were met and relationships sustained.

SKILLS

Data & Analytics: Python, Jupyter Notebook, SQL (incl. BigQuery), Tableau, Spreadsheets (Excel/Google Sheets), Data Cleaning, Data Visualization & Dashboards, Data Analysis Process (Ask–Prepare–Process–Analyze–Share–Act) — developed through coursework, still building hands-on proficiency

AI-Assisted Tools: Claude, Cursor, Gemini, NotebookLM, prompt engineering, AI-assisted research & development workflows

Web Development: Next.js, Shopify Liquid, Framer, HTML/CSS/JS

Design: Adobe Photoshop, Canva

Productivity & Other: Microsoft Word, Excel, PowerPoint, Constant Contact

EDUCATION

B.Com (Programme) — Ramjas College, University of Delhi | 2024 | CGPA 6.66

Class XII (CBSE) — Delhi Public School, Noida | 2021 | 90.25%

ADDITIONAL ACHIEVEMENTS & LEADERSHIP

- All India Rank 2, DU ECA 2021 — Photography, incl. 1st Prize at Digex and Landmark. VP, Photography Society, DPS Noida (2019–2020); Member, Focus & Enactus, Ramjas College — Project Swabun, Enactus World Cup top-5 finalist (Race for Climate Action).
- Contributed to Enactus social-impact projects spanning women's empowerment (Aradhaga), transgender-community advocacy (TransCreations), and public health outreach (Colgate-sponsored Oral Health Camp).