

UDITI JELOKA

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EDUCATION

St Xavier's College (Autonomous), Kolkata, India <i>Bachelor of Computer Science (Honours)</i>	Jul 2019 - Jun 2022
Sushila Birla Girls' School, Kolkata, India <i>Central Board of Secondary Education</i>	Apr 2017 - Mar 2019
Sushila Birla Girls' School, Kolkata, India <i>Central Board of Secondary Education</i>	Apr 2015 - Mar 2017

EXPERIENCE

D. E. Shaw, India **Jul 2022 - Apr 2026**

Member, Tech Ops

- **Systems Troubleshooting:** Gained extensive practical experience with a wide range of technologies such as Windows and Linux infrastructure, Virtualization, Networking, and Information Security.
- **Incident Management:** Managed critical incidents and coordinated with SMEs and cross-functional teams to drive timely resolution.
- **Windows 11 Rollout project:** Successfully migrated ~200 users across 8 departments with minimal disruption to business operations.
- **Exchange Online Migration:** Led India SysAdmin team's EXO migration from on-premises to cloud, handling mailbox migrations, troubleshooting issues, and collaborating with global teams for smooth transitions.
- **User Support:** Served in the User Communication Working Group as a POC for users, handling communication, resolving issues, and streamlining user education
- **Automation & Scripting:** Proficient in PowerShell, Bash, and Python. Developed and maintained scripts to automate routine administrative tasks; recognized as the team's PowerShell SME for advanced automation needs.
- **Team Enablement:** Conducted multiple knowledge-transfer sessions for junior members, reducing dependency on senior staff for automation and scripting tasks.

ACHIEVEMENTS

- **Promotion:** Received promotion to Member, Tech ops from an Associate within 2 years **Jun 2024 - Jul 2024**
- **Human Emotion Recognition from Speech Audio Signals:** **Apr 2021 - May 2022**
 - Authored a research paper in college; built and fine-tuned machine learning algorithms i.e., Decision Tree, Random Forest, and CNN models to classify emotions from speech audio, achieving over ~70% validation accuracy
 - Designed and developed the front-end for the project's web application
- **Indian National Space Settlement Design Competition (INSSDC):** **Apr 2017 - Nov 2017**
 - Qualified among top 25 schools nationally from 200 in regionals
 - Collaborated with a 12-member team to conceptualise a lunar-orbit space settlement within 24 hours
 - Designed the floor plan, space suit, and transport systems

CERTIFICATIONS

- Intro to Machine Learning and Pandas, Kaggle **Oct 2025**
- Data Science and Machine Learning with Python, Udemy **Mar 2021**

PRO BONO EXPERIENCE

- **Covid Resource Website:** Maintained the back-end of a covid resource website and collaborated with a team of 15 members and updated information in real time using excel **Apr 2021 - May 2021**
- **Provided art lessons to underprivileged students and raised awareness on covid safety protocol** **Mar 2021 - Apr 2021**
- **Member of Sneh Club:** Volunteered in blood donation camps, participated in newspaper drives and coached underprivileged students **Apr 2018 - Mar 2019**

EXTRA-CURRICULAR ACTIVITIES

- **Student Council (Prefect, Vice-Captain, Captain)** **Apr 2015 - Mar 2019**
 - Elected House Captain; led 400+ members over 3 years across inter and intra-school events, and guided a cohort of 75 students to win the March Past trophy.