

# SARWAT DOOTI

#BUSINESS #TRAVEL #TECH



## ABOUT ME

Hello, I'm Sarwat. Born in Bangladesh, raised in Austin, Texas, now living in NYC. I am passionate about traveling and approaching problems with creativity. I love to work with businesses to create organizational structure and reach peak efficiency. Excel in approaching problems with creativity and achieving results.

## CONTACT

New York City, NY

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## CAREER HIGHLIGHTS

- **Create** 20 unique itineraries spanning across 24 countries on 3 continents
- **Develop and manage** profitable trip budgets and exciting itineraries to serve high-end, luxury-minded clientele
- **Prepare, process, and implement** all aspects of trips in the guest booking life-cycle - from creation of itineraries to execution of trip operations - to ensure safety, efficiency, customer satisfaction and profitability
- **Process** all client and vendor invoices and payments
- **Meet** government regulatory requirements (domestic and foreign)
- **Maintain** accurate data in the CRM database to ensure accuracy of sales, promotions, and operations materials
- **Write as well as edit, proof-read, and SEO-optimize** blog posts from staff writers and clients on company website
- **Recruit** new staff and interns by creating job-postings, communicating, vetting, interviewing, and offering prospective candidates
- **Pitch and present** to various VC firms and angel investors to raise six-figures in Series A funding
- **Manage the creation, facilitation, and marketing** of new products on Facebook, Instagram, and Google Ads
- **Oversee** all day-to-day activities for the company
- **Serve** as acting-CEO in her absence
- **Network, create. and maintain** strong relationships with partners and vendors worldwide
- **Leverage** personal relationships to bring in clients upwards of \$45,000
- **Self organize and self fund** all aspects of long term travel for research and personal development
- **Identify** opportunities for new investments abroad
- **Develop** relationships with individuals in the tourism industry - such as local travel outfits, professionals in travel sector, tour guides - for future partnerships
- **Discover and handle** side projects while traveling full-time in order to raise funds, such as editing Spanish menus into English, tutoring kids in English, and serving as Events Coordinator at hostels

## EXPERTISE & SKILLS

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Project Management	● ● ● ● ●
Startup/Entrepreneurship	● ● ● ● ●
SEO Optimization	● ● ● ● ●
Copy Writing	● ● ● ● ●
Financial Planning	● ● ● ● ●
Social Media Marketing	● ● ● ● ●
Recruiting	● ● ● ● ●
Bengali	● ● ● ● ●
Hindi	● ● ● ● ●
Spanish	● ● ● ● ●

## TECHNOLOGICAL PROFICIENCY

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Microsoft Office	● ● ● ● ●
Google Suite	● ● ● ● ●
Adobe Photoshop	● ● ● ● ●
Canva	● ● ● ● ●
Hootsuite	● ● ● ● ●
MailChimp	● ● ● ● ●
Slack	● ● ● ● ●
Python	● ● ● ● ●
JavaScript	● ● ● ● ●
UI/UX (User Experience)	● ● ● ● ●
CRMS: Asana, Trello, Streak	● ● ● ● ●

## WORK EXPERIENCE

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- 2016 - Director of Operations @ Work.Life.Travel Inc.  
2019
- 2014 - Travel Sebatial @ Backpacked through Europe & Central /  
2016 South America
- 2013 - Front of House Manager @ The Claypit Fine Dining  
2014

## EDUCATION

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- 2013 International Business - Finance & Management @  
Northeastern University  
Honor's Program & Dean's List  
VP of Fundraising in Marketing Association and  
International Business Club