

# Alisha Durgapal

## Contact Details

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## Education

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### King's College London - BA (Hons) War Studies (AKC) | 2021–2024

- Modules: International Relations Theory, Contemporary Security Challenges, Strategic Studies
- Dissertation: *To what extent is the United States experiencing a decline in its democratic norms during the late stages of democracy?*

### Dixie Grammar School | 2019–2021

- A-levels: History, English Language, Business Studies
- Led a Young Enterprise project, creating and marketing locally sourced gift boxes, which gained finalist recognition for community engagement and innovative strategies.
- Achieved recognition in the school's photography competition for creative contributions.

## Professional Experience

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### Administrative Assistant - Part-time - The PM Law Group | Oct 2024 - Present

- Provided administrative support to a team of lawyers, ensuring efficient handling of case files, schedules, and correspondence.
- Managed and organised confidential client documents, demonstrating a high level of discretion and attention to detail.
- Scheduled client meetings, court appointments, and legal filings, showcasing strong organisational and time-management skills.
- This entry highlights critical transferable skills such as organisation, time management, attention to detail, stakeholder engagement, and adaptability, which are valuable across various professional roles.
- Gained insight into legal and regulatory policy frameworks, assisting in document preparation aligned with court and firm policies.

### Social Media Manager · Part-time - Sacred Dot Tours | Sep 2024 - Present

- Analysing social media trends and provided strategic insights to the editorial team, guiding content focus and article selection based on audience engagement data.
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- Skills: Online Media Management · Social Media Management · Corporate Social Media

### **President - War Studies Society - King's College London | 2023–2024**

- Contributed to internal policy drafting and event governance procedures, developing a foundational understanding of policy writing and institutional protocols.
- Directed society strategy, overseeing 5+ events and initiatives, including collaborations with ambassadors and academics.
- Organised and moderated high-profile discussions, including Vision 2030 with a Saudi ambassador and contemporary security issues featuring Sir Lawrence Freedman.
- Managed event logistics, marketing, and audience engagement, achieving a 25% increase in society membership.

### **Academics Officer - War Studies Society - King's College London | 2022–2023**

- Acted as the primary liaison between students and faculty, addressing academic concerns and organising workshops to improve student outcomes.
- Enhanced academic programming, leading to higher engagement and satisfaction within the department.

### **Social Media Editor - The Tab - King's College London | 2022–2024**

- Improved social media presence for target audiences, achieving a 30% increase in engagement within 9 months.
- Designed visually appealing content using Canva and managed platforms to deliver impactful campaigns.
- Conducted audience trend analysis to inform digital strategies, resulting in increased readership and ad revenue.

### **Student Communication Ambassador - King's College London | 2024**

- Authored a widely read article on Ralph Bunche, the first African American Nobel Peace Prize laureate, raising awareness of his historical legacy.

### **Young Enterprise Team Leader - Dixie Grammar School | 2019–2021**

- Conceptualised and launched a business model for locally sourced gift boxes, achieving £2,500+ in revenue.
- Won finalist recognition for innovative branding and community engagement.

### **Technical Skills**

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- **Policy & Governance:** Knowledge of institutional policy writing, event governance, and stakeholder engagement protocols.
- **Research & Analysis:** SPSS, qualitative/quantitative analysis, academic writing
- **Digital Tools:** Canva, Wix, Trello, MS Office, Google Analytics
- **Research & Analysis:** SPSS, qualitative/quantitative analysis, academic writing

### **Awards & Recognitions**

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- Finalist, *Young Enterprise Program* (2021)
- Top Contributor, *Black History Month Articles* (2024)
- Recipient, Associate of King's College.
- Recognised in Dixie Grammar School's photography competition for creative excellence.