

Arnav Sareen

Mission Viejo, CA

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arnavsareen.github.io

Skills and Achievements

- Computer Skills: Microsoft Office, Google Drive, HTML, CSS, CRM
- Seal of Biliteracy, AP Scholar
- Languages: English, Spanish, Hindi
- Good communications, time management, organization

EXPERIENCE

SZG Inc. Laguna Hills, CA — *Finance and Accounting Intern*

June 2021 - August 2021

Responsible for research, filing, data entry, and recording and maintaining accurate and complete financial records. Learned how to work as part of the accounts payable team to compile and analyze data, track information, and support the company or clients. Performed daily payments to clients via several payment methods. Became acquainted with the details of the real estate process through a cloud based brokerage system used by a successful publicly traded real estate brokerage.

Devoted Studios, Irvine, CA — *Business Development Intern*

June 2020 - October 2020

Restructured company's list of clients and prospects utilizing Nethunt CRM through LinkedIn integration. Created several excel sheets detailing clients' products, services and art styles. Collaborated closely with the head of Business Development and was introduced to the business intelligence process. Analyzed hundreds of video game development companies' future products and art styles to be evaluated for collaboration.

UCI Men's Ultimate Frisbee, Irvine, CA — *Tournament Director*

June 2020- Present

Coordinated 2 ultimate frisbee competitions with the Anteater Rec Center with 15 other colleges. Corresponded with other tournament directors to organize hotels and transportation for a team of 40 players.

EDUCATION

University of California, Irvine, Irvine, CA — *Economics (B.A.)*

September 2019 - June 2023

Minor in Digital Information Systems

Relevant Coursework: Intermediate Macroeconomics I and II, Intermediate Microeconomics I and II, Statistics and Probability I and II, Global Economy, Managerial Economics. 3.47 GPA

Capistrano Valley High School, Mission Viejo, CA

September 2015 - June 2019

Relevant Coursework: AP Government/Economy, AP Computer Science, AP Statistics. 4.4 GPA