

Dev Patel

General Secretary | Computer Science Engineering Student

📞 9427803667 | ✉ devpatelsp2023@gmail.com | 📍

Yonkers New York

🌐 LinkedIn | 💻 GitHub | 🌐 Portfolio

SKILLS

• Backend

- Python
- C/C++

• Leadership & Management

- Event Planning & Coordination
- Creative Direction
- Leadership & Team Handling
- Public Relations & Communication
- Crisis Management
- Budgeting & Resource Allocation
- Marketing & Promotion
- Cultural Knowledge & Inclusivity
- High-Level Leadership & Decision Making
- Administrative & Governance Skills
- Conflict Resolution & Diplomacy
- Representation & Advocacy
- Project & Committee Management
- Communication Mastery
- Professional Ethics & Accountability
- Strategic Planning
- Team Motivation & Mentoring

• Soft Skills

- Customer Service & Communication
- Time Management
- Multitasking
- Attention to Detail
- Team Collaboration
- Problem-Solving
- Customer Relationship Building
- Stress Handling
- Operational Knowledge
- Professional Etiquette

• Tools & Others

- Computer Science Fundamentals
- Cloud Basics
- AWS
- Cybersecurity
- Digital Marketing
- Leadership
- Operations
- Project Management

WORK EXPERIENCE

General Secretary – University Governance & Management Leadership

Aug 2025 – Present

Gandhinagar University | Gandhinagar, Gujarat

- Elected with a 93% majority, demonstrating strong leadership credibility and stakeholder trust
- Lead student governance, institutional initiatives, and policy execution at university level
- Act as primary liaison between students, faculty, administration, and governing bodies
- Oversee planning and execution of large-scale academic, cultural, and administrative initiatives
- Drive decision-making, conflict resolution, and stakeholder alignment

Key Management Skills: Leadership | Strategic Planning | Stakeholder Management | Governance | Policy Implementation | Negotiation | Public Representation

Cultural Secretary – University Event Management & Program Leadership

Sep 2024 – Aug 2025

Gandhinagar University | Gandhinagar, Gujarat

- Planned and executed 10+ large-scale university cultural events, each attracting 2,000+ attendees
- Managed event budgets ranging from ₹50,000 to ₹5,00,000, ensuring financial discipline and cost optimization
- Led cross-functional student committees for event logistics, execution, and coordination
- Coordinated with faculty advisors, vendors, sponsors, and student bodies
- Implemented structured timelines, workflows, and contingency planning for smooth execution

Key Management Skills: Program Management | Budgeting | Team Leadership | Vendor Coordination | Risk Management | Operational Planning

Production Head – Event Production & Operations

Aug 2025 – Present

Gandhinagar University | Gandhinagar, Gujarat

- Led end-to-end event production operations for university events and institutional programs
- Managed pre-event production planning, stage setup, AV coordination, and logistics execution

- Stakeholder Management
- Customer Service
- Event Management
- Data Analysis
- Communication
- Team Collaboration
- Problem Solving
- MS Office
- Canva
- Google Workspace
- POS Systems
- Project Planning
- Budgeting
- Teamwork
- Adaptability

- Supervised post-event teardown, inventory handling, and equipment management
- Ensured adherence to quality, safety, and operational standards during all production phases
- Coordinated production teams to meet strict timelines and execution requirements

Key Management Skills: Event Production | Operations Management | Resource Planning | Logistics Management | Team Supervision | Quality Control

Campaign & Marketing Head – University Event Marketing & Promotions

Aug 2025 – Present

Gandhinagar University | Gandhinagar, Gujarat

- Designed and executed event-specific marketing campaigns for university cultural and institutional events
- Managed digital promotions, social media outreach, and event publicity strategies
- Coordinated with design teams for event posters, branding assets, and promotional materials
- Implemented targeted engagement strategies to maximize event attendance and participation
- Analyzed campaign reach and engagement to optimize future event promotions

Key Management Skills: Event Marketing | Digital Promotions | Brand Communication | Campaign Execution | Audience Engagement | Performance Analysis

Senior Flexi Barista – Customer Operations & Service Management

Exposure

Feb 2025 – Aug 2025

Starbucks India | Ahmedabad, Gujarat

- Delivered consistent service quality in a high-volume, fast-paced retail environment
- Supported daily store operations, workflow coordination, and service standards
- Managed cash handling and POS transactions with high accuracy
- Ensured compliance with food safety, hygiene, and operational policies
- Collaborated with team members to maintain operational efficiency and customer satisfaction

Key Management Skills: Customer Experience | Operations Execution | Process Discipline | Time Management | Team Collaboration

PROFESSIONAL SUMMARY

Dynamic leader with proven track record in university governance, event management, and operations. Currently serving as General Secretary at Gandhinagar University with 93% electoral mandate. Experienced in managing large-scale events (2,000+ attendees), budgets (₹50K-₹5L), and cross-functional teams. Combined technical foundation in Computer Science with strong management, leadership, and stakeholder engagement capabilities. Skilled in strategic planning, operations execution, team coordination, and customer service excellence.

EDUCATION

Bachelor of Technology (B.Tech) – Computer Science Engineering

Jul 2023 – Present

Gandhinagar University (Institute of Technology)

- Academic focus on Data Structures, Algorithms, DBMS, Computer Networks,

- Operating Systems, and Software Engineering
- Applied analytical and technical skills to event operations, planning, and leadership roles
- Balanced academic responsibilities with multiple leadership and management positions

Higher Secondary Education (Class XII – Science) Apr 2021 – Mar 2023

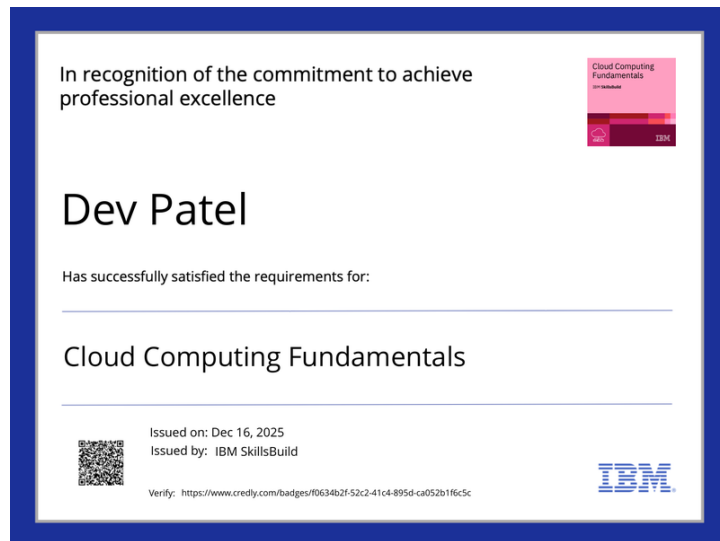
Maharaja Agrasen Vidyalaya | CBSE Board

- Stream: Physics, Chemistry, Mathematics
- Built strong foundations in analytical thinking, logical reasoning, and quantitative problem-solving

CERTIFICATIONS

• TECHNICAL

Cloud Computing Fundamentals – IBM SkillsBuild (Dec 2025)



Verify: <https://www.credly.com/users/dev-patel.17012005>

AWS Certification – Amazon Web Services (Dec 2025)



Deloitte.

Dev
Cyber Job Simulation

Certificate of Completion
July 9th, 2025

Over the period of July 2025, Dev has completed practical tasks in:
Cyber security

Tina McCreery

Tina McCreery
Chief Human
Resources Officer,
Deloitte

Enrollment Verification Code Z39mGKfKQPPuGknip | User Verification Code kZW59N2arhj6auxc | Issued by **Forage**

Digital Marketing Certification – HubSpot (Dec 2025)



Digital Marketing Certified

Dev Patel

The bearer of this certificate is hereby deemed knowledgeable and skilled in applying digital marketing practices with an inbound mindset. They have been tested on the content and best practices and have an understanding of creating search engine-friendly content, optimizing a website, creating a social media strategy, using video to engage their audience, amplifying their messaging with advertising, and measuring the results of their efforts.

Valid from: Dec 11 2025 - Jan 10 2027

Certification code: 8265d9048f3b485a4705726ea0376bd

HubSpot Academy

Yamini Rangan
CEO Yamini Rangan

Tech Job Simulation – Professional Development (Dec 2025)

Deloitte.

Dev
Technology Job Simulation

Certificate of Completion
July 8th, 2025

Over the period of June 2025 to July 2025, Dev has completed practical tasks in:
Coding
Development

Tina McCreery

Tina McCreery
Chief Human
Resources Officer,
Deloitte

Enrollment Verification Code B99bwjNlMAHW2jpn | User Verification Code kZW59N2arhj6auxc | Issued by **Forage**

Block 1 Completion – Starbucks (Dec 2025)



Block 3 Completion – Starbucks (Dec 2025)



Core Workbook Training – Starbucks (Dec 2025)



CERTIFICATE OF COMPLETION

This is to certify that

Dev Patel

has successfully completed the module of

Customers At Our Core



Tata Starbucks Pvt Ltd.
ISSUING AUTHORITY

6/5/2025

ISSUING DATE

Food Basics and Selling Skills – Starbucks (Dec 2025)

CERTIFICATE OF COMPLETION

This is to certify that

Dev Patel

has successfully completed the module of

Food Basics & Selling Skills



Tata Starbucks Pvt Ltd.
ISSUING AUTHORITY

3/3/2025

ISSUING DATE

Food Safety Certification – Starbucks (Dec 2025)

CERTIFICATE OF COMPLETION

This is to certify that

Dev Patel

has successfully completed the module of

The Core - Food Safety and Quality Assurance



Tata Starbucks Pvt Ltd.
ISSUING AUTHORITY

3/6/2025

ISSUING DATE

CERTIFICATE OF COMPLETION

This is to certify that

Dev Patel

has successfully completed the module of

Crafting Frappuccino Blended Beverages



Tata Starbucks Pvt Ltd.
ISSUING AUTHORITY

6/5/2025

ISSUING DATE

Latte Art Training – Starbucks (Dec 2025)

CERTIFICATE OF COMPLETION

This is to certify that

Dev Patel

has successfully completed the module of

Latte Art



Tata Starbucks Pvt Ltd.
ISSUING AUTHORITY

6/5/2025

ISSUING DATE

Learning Module – Starbucks (Dec 2025)

CERTIFICATE OF COMPLETION

This is to certify that

Dev Patel

has successfully completed the module of

The Core - Learning Module



Tata Starbucks Pvt Ltd.
ISSUING AUTHORITY

3/6/2025

ISSUING DATE

CERTIFICATE OF COMPLETION

This is to certify that

Dev Patel

has successfully completed the module of

Point of Sale (POS)



Tata Starbucks Pvt Ltd.
ISSUING AUTHORITY

6/5/2025

ISSUING DATE

Policy Course Completion – Starbucks (Dec 2025)

CERTIFICATE OF COMPLETION

This is to certify that

Dev Patel

has successfully completed the module of

Policy Education



Tata Starbucks Pvt Ltd.
ISSUING AUTHORITY

1/3/2025

ISSUING DATE