

Gowtham Subramanian

99 Delafield Street, Poughkeepsie, NY 12601 • Gowtham.Subramanian1@marist.edu • (516) 288-2204

TECHNICAL EXPERIENCE

Office Assistant, Marist College Upward Bound, Poughkeepsie, New York (01/2017 - Current)

- Monitor all program expenses to keep track of office budget and report analysis to the director
- Generate productivity reports on a weekly basis to help generate upcoming week's schedule
- Build new spreadsheets for data management to reduce unwanted draft storage in the system
- Help with other office aids like copying, filing and mailing to increase productivity

Business Presentation Specialist, McKinsey & Company, Chennai, India (07/2014 - 01/2016)

- Constructed high standard business documents and slides for conference presentation with top-level management of top-50 Fortune 500 companies
- Performed various studies on clients' across the globe
- Analyzed the data associated with new tools and software products in order to present them in a manner that would enhance readability for consultants
- I check for data accuracy, proper graphical and visual representation of raw data, in addition, I analyze and interpret consultant communication and counsel them on the representation of raw data in a client approved format
- Awarded for "Best Quality Documents" for 5 consecutive months

Business Transcription Executive, RNDSofttech Pvt. Ltd, Coimbatore, India (09/ 2013 - 07/2014)

- Proof reading transcribed business conference call recordings with turn-around-time from clients around globe with highest quality
- Promoted as Level-3 Senior Editor after probation
- Mentored junior level associates by updating them with project way of working
- Presented seminars about performance and quality documents delivered to clients

SKILLS

- Operating Systems: iOS, Windows 10/8/7
- Programming Languages: C/C++, HTML/XHTML, CSS, Javascript, Visio
- Software: Microsoft Office, Eclipse Javascript Neon, Selenium
- Database : Oracle SQL database server, Oracle SQL data modeler

EDUCATION

Marist College, Poughkeepsie, NY

Master of Science in Management Information Systems, anticipated May 2018

GPA: 3.8 (Semester-I)

Courses Completed:

- Data Management, System Analysis and Design, and Systems and Information Concepts in an Organization

Current Courses:

- Data Communications, Web Technologies, and Enterprise Architecture

Kathir College of Engineering, Coimbatore, Tamil Nadu, India

Bachelor of Engineering in Electronics and Communication, June 2013