

Kirtan Patel

803-387-7587 | kirtanp2714@gmail.com | Columbia, SC | keertanpatel-cs.github.io

Education

University of South Carolina – Columbia

Columbia, SC

Bachelor of Science in Computer Science | Concentration in Cybersecurity

June 2028

Academic scholar – Distinction Award

Work Experience

Front Desk Manager – La Quinta Inn and Suites | June 2023 - Present

Columbia, SC

- Greeting customers in a friendly and professional manner, while providing excellent customer service.
- Utilizing problem solving techniques to resolve customer complaints quickly and satisfactorily.
- Demonstrating strong organizational and multi-tasking skills to manage multiple tasks simultaneously.
- Providing administrative support by managing phone calls, emails and extranets.
- Developing existing team into high productivity, results-oriented unit through creative initiatives.
- Devising strategies to maximize room revenue and property occupancy.

Night Auditor – La Quinta Inn and Suites | June 2023 – Present

Columbia, SC

- Performing daily audits of room occupancy, revenue postings, information folios and housekeeping status reports.
- Maintaining accurate records of guests' transactions and account balances.
- Efficiently handling any emergency situations that may arise during the night shift.
- Monitoring lobby activity throughout the night to ensure safety protocols were observed.
- Ensuring that all end-of-day activities have been successfully executed by employees in all departments.

Projects

Gamecock Well-being | August 2024 - Present

HTML, CSS, GitHub

- Building a mental health application for students at the University of South Carolina.
- Created a problem statement, and an affinity diagram revolving around it.
- Sketched the designs and layouts of different interfaces.
- Demonstrated the use of the application through paper prototypes.

Skills

- Proficient in Java, Python, HTML, and CSS for programming and web development.
- Skilled in Microsoft Office Suite for professional documentation and reporting.
- Experienced with POS systems and cashiering operations.
- Adept in graphic design using tools like Canva and Photoshop.
- Experienced in project management, including team coordination and task prioritization.
- Skilled in video and photo editing for content creation using tools like Premiere Pro.

Activities

- Part of Association for Computing Machinery, Cybersecurity, Railway society LeetCode clubs.
- Member of Cricket, Badminton, Volleyball, Soccer clubs.
- Participating in intramural sports.
- Volunteer in Bochasanwasi Akshar Purushottam Swaminarayan Sanstha(BAPS) Campus Fellowship.