

AMIT MANJARLY

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OBJECTIVE

Enthusiastic and detail-oriented student seeking an on campus job to contribute strong analytical and communication skills to assist the team and utilize my skills to the most to achieve best results.

EDUCATION

Arizona State University, Tempe, USA – Master of Science (MS)	Aug 2024 - May 2026
L.J. Institute of Engineering and Technology, Ahmedabad, India - Bachelor of Engineering (B.E.)	July 2015 - July 2019

TECHNICAL SKILLS

Java, Python, SQL, C++, Oracle, Hive, Impala, Microsoft Office Suite, Google Drive, Google Docs, DaVinci Resolve, ChatGPT

SKILLS

- Excellent attention to detail and critical thinking abilities along with problem solving under pressure
- Strong communication skills, both written and verbal as well as welcoming to people
- Proficient in Microsoft Office Suite, Google Drive, Google Docs and quick learner
- Reliable and able to meet deadlines consistently while also contributing to the team development
- Ability to work both independently and with a team and follow instructions closely
- Making and editing videos for my YouTube channel and working on social presence

EXPERIENCE

Security Aide – **Arizona State University (ASU Gammage)**, Tempe, Arizona **Feb 2025 – Present**

- Helped the patrons with their inquiries and concerns and provided customer service with their queries.
- Confirmed safety and security around Gammage by responding quickly to emergencies and incidents.
- Conducted patrols to check for any potential security risks and verified compliance with the security policies.
- Collaborated with all the security teams and ASU police department to maintain a safe environment.
- Used radio communication to report, document and acknowledge incidents and followed safety assessments.

Java Course Grader - **LJ Institute of Engineering and Technology**, Ahmedabad, India **Jan 2019 – May 2019**

- Checked and graded Java assignments, projects and assessments for the Java course.
- Gave feedback on improvement and better understanding of course materials to the students.
- Collaborated with instructors and came up with the grading standards and consistency across all courses.
- Managed the deadlines for grading and maintained efficiency, fairness and punctuality under pressure.
- Used MS Excel software to keep accurate record of grades and used online portal to update the records efficiently.

Library Aide – **LJ Institute of Engineering and Technology**, Ahmedabad, India **Jan 2017 – Dec 2018**

- Managed the return and issuing of books and also overdue tracking at the reception desk.
- Organized the book collections by sorting them and shelving to ensure correct lexicographical placement using DDC.
- Helped other students in locating and availability of books using online portal and giving access to digital materials.
- Provided help to library staff in organizing book fairs, workshops and reading drives along with other events.
- Maintained a clean and quiet student-friendly environment in the reading areas of the library.

Student Assistant - **LJ Institute of Engineering and Technology**, Ahmedabad, India **Jul 2016 – Nov 2016**

- Helped the faculty and assisted them in grading assignment, managing quizzes and exams.
- Evaluated the works of students and provided feedback to improve their overall understanding.
- Managed the work by helping students with their progress and suggestions on improvements.
- Supported professors in admin tasks related to the course management and assisted students in understanding them.
- Organized multiple assignments and helped students with their time management to ensure 100% completed work.

ACADEMIC PROJECTS

Grading System Enhancement, Ahmedabad, India- Java Course Grader (B.E.) **Jan 2019- May 2019**

Project Description: Developed and implemented improvements to the existing grading system for Java, enhancing the efficiency and accuracy of the grading process. Collaborated closely with the instructor to incorporate their grading criteria and feedback.