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**
- Provide exceptional customer service by assisting students, staff, and visitors with inquiries and security concerns
- Monitor campus premises to ensure safety and security, responding promptly to emergencies and incidents.
- Conduct routine patrols to deter potential security risks and ensure compliance with university policies.
- Collaborate with campus security team and local law enforcement to maintain a secure environment.
- Utilized communication systems to report and document incidents for accurate follow-up and safety assessments.

Java Course Grader - **LJ Institute of Engineering and Technology**, Ahmedabad, India   **Jan 2019 – May 2019**
- Evaluated student assignments, projects, and assessments for specific Java course.
- Provided constructive feedback to students to facilitate their understanding of course materials.
- Collaborated with course instructors to align grading standards and ensure consistency.
- Managed grading deadlines effectively, maintaining accuracy and timeliness under pressure.
- Utilized digital tools and platforms to record and report grades efficiently.

Student Assistant - **LJ Institute of Engineering and Technology,** Ahmedabad, India   **Jul 2016 – Nov 2016**
- Collaborated with the faculty to assist in grading assignments, quizzes, and exams.
- Evaluated student work objectively and provided constructive feedback to enhance understanding.
- Maintained accurate records of grades and student progress.
- Supported professors in administrative tasks related to course management.
- Demonstrated strong organizational skills in managing multiple assignments and deadlines.

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.
Key Achievements:
- Created an Excel grading template that automated calculations, reduced errors, and streamlined the grading process.
- Implemented feedback prompts and tested the system, ensuring smooth functionality and consistency.
- Received positive feedback from instructors and students for enhancing grading efficiency and clarity.