Mahek Hooda

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Houston, Texas

EDUCATION
University of Houston, C. T. Bauer College of Business: Houston, Texas   May 2018
Bachelor of Business Administration in Supply Chain Management and Management Information Systems   GPA: 3.87

HONORS AND AWARDS
- Ted Bauer Leadership Certificate Program, $18,000 Academic Excellence Scholarship, Distinguished Freshman Leadership Award (Only student at UH to win, awarded by Provost), 4.0 Deans List (3 semesters)

EMPLOYMENT HISTORY
Amazon.com
Operations Leadership Intern: Indianapolis, Indiana   June 2016-Aug 2016
- Developed an innovative staffing solution to load balance work in the packing department, resulting in a cost savings of $400k
- Led the implementation of the staffing solution across all work-shifts while helping the leadership run the entire shifts
- Collaborated with the Learning Team to develop a training documentation for new hires in the packing department thereby reducing orientation time by 30%
- Managed operations in the packing department and supervised 100 employees to ensure that 30k units were shipped out each shift

Schlumberger
North American Market Sourcing Intern: Houston, Texas   Jan 2016- June 2016
- Collaborated with 30 suppliers to acquire spend data to create a Q4 breakdown of environmental spend to analyze trends in excel
- Consolidated waste metrics and terminology to create a standard document within SAP to increase Procurement efficiency
- Investigated critical supplier contracts that matched terms and payments with the SAP sourcing system (Ariba)
- Created a $22 M Request for Proposal (RFP) through Ariba for The Schlumberger Waste Disposal Project

University of Houston Office of Admissions
New and Prospective Student's Orientation Leader: Houston, Texas   Oct 2014- Aug 2015
- Served as a liaison and mentor for incoming students, introduced them to UH and campus activities
- Designed 20 logistical outlines for student orientations, lead groups of 700 students and engaged them in team building
- Worked to help raise admission to 4,189 freshman and 5,166 transfer students by successfully implementing orientation logistics

ACADEMIC PROJECTS/ CASE COMPETITIONS
ConocoPhillips Participant in Finance Student Leader Form
- The only student from UH to be selected based on highest grades, solely though interaction with recruiters
- Extensive study of the Oil and Gas industry, challenges, and new technologies

Mattress Firm Corporate Project- Team Lead
- Lead a team of 7 people to effectively redesign the Mattress Firm Internship structure while maintaining a budget of $20K
- Established and developed a mentorship program and social events with an extensive budget breakdown

Lyondell Basell Case Competition
- Created a SWOT analysis to understand the marketplace, analyzed Excel data to determine supplier spend
- Developed a strategy with a team of 3 people to decrease supplier spend by $1.2 M while maintaining beneficial supplier relations

Sequent Energy Case Competition
- 2nd place winner out of 5 teams, analyzed Piezoelectricity and successfully implemented its principals in the model
- Conducted a study of energy trends, created a scalable model of an energy efficient gym with $100k cost savings

Direct Energy Case Competition
- 2nd place winner with a prize of $4.5K, collaborated with a team of 5 people to study water systems and electricity saving methods
- Generated a model for an energy efficient home in the 3rd ward, reduced cost by 50%, $56K home with solar panels

Chevron Case Competition
- Honorable mention designation Collaborated with a team of 4 people to yield $1M cost savings.
- Developed a market analysis and established an innovative staffing strategy for the company presented in the case

LEADERSHIP
Vice President of Marketing: Bauer Sourcing and Procurement Organization (SPO)   May 2016- Present
- Created innovative marketing strategies for SPO on all social media, lead photoshoots, created exclusive marketing content
- Lead a team of 4 committee members, developed all flyers and banners using content creation platforms like Gimp and Fotor

Vice President: Habitat for Humanity at UH   May 2015- Present
- Formed liaisons with the Houston community and other UH organizations for joint volunteer events
- Organized collaborative project style meetings in order to fundraise money for our "Coogs House" in the 3rd ward
- Built relationships with Open Houston to add an entrepreneurial aspect to the organization

SKILLS:
Software: Excel, Microsoft Office, Ariba (SAP tool), Simflex, ASL (Approved Supplier List), after spring 2016 (java, oracle, SQL)
Fluent in Urdu, Hindi and Conversational in Spanish