**KHATIJA A. SAYANI**

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**EDUCATION**

**University of Houston, C.T. Bauer College of Business Houston, TX**

Bachelor of Business Administration in Management Information Systems and Entrepreneurship *May 2019*

GPA: First Semester

**WORK EXPERIENCE**

**Kickit (App) Houston, TX**

*Marketing/Development Intern June 2016-September 2016*

* Helped design user interface now being used by competitor Down to Lunch
* Developed marketing strategies resulting in 200% growth within one week of implementation
* Pitched to multiple student organizations/clubs to encourage use of app in order to better communicate with its members

**Perfume & More Houston, TX**

*Sales Person February 2015-August 2016*

* Maintained friendly and professional customer interactions
* Offered ideas to management for items that should be promoted

**HONORS, AWARDS, AND MEMBERSHIP**

**Management Information Systems Student Organization (MISSO)**

*Member/Public Relations Committee Member Fall 2016*

**Academic Excellence Scholarship**

*Recipient* *Fall/Spring 2016*

* Awarded to students with a competitive academic profile

**Business Professionals of America (BPA)**

*Member/Competitor Fall 2012-Spring 2016*

* Visual Basic/C# Programming: State Qualifier
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* Presentation Management Team: National Alternate
* Presentation Management Team: State Qualifier
* Presentation Management Individual

**International Business Academy (IBA)**

*Treasurer Fall/Spring 2015*

* Helped in preparation of club budget in order to maintain accurate financial records
* Assisted members with business-related projects
* Put together volunteer events in order to fundraise

*Member Fall 2012-Spring 2016*

* Familiarized self with the business world by placing an emphasis on the paths of finance/accounting and marketing/management

**VOLUNTEER WORK**

**Northwest Assistant Ministries (NAM)**

*Volunteer December 2014-February 2016*

* Entered volunteer, donor, and client information into provided database
* Created excel spreadsheets organizing quantity and dates of incoming donations
* Sorted and labeled incoming donations

**Barbara Bush Public Library**

*Volunteer Leader June 2013-September 2014*

* Assisted staff with various activities such as shelving books and crafts activities
* Managed and delegated tasks to assigned group of volunteers

**SKILLS**

Java, Visual Basic, C#, Excel, Adobe Photoshop, HTML