

# Karan Patel

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## EDUCATION

<b>Northeastern University, College of Professional Studies</b>   <i>Boston, MA</i>	May 2026
Master of Professional Studies in Analytics.	
<b>Birla Vishvakarma Mahavidyalaya</b>   <i>Anand, India</i>	May 2023
Bachelor of Technology in Electronics and Communication	GPA : 3.2

## CERTIFICATION/TECHNICAL SKILLS

- **E-Resource Management:** Skills in managing electronic resources, including subscription databases, digital archives, and online journals.
- **Computer Proficiency:** Expertise in Microsoft Office Suite (Word, Excel, PowerPoint), email management, and basic troubleshooting of computer and printer issues.
- **Event Planning and Programming:** Experience in organizing library events, workshops, or educational programs.

## EXPERIENCE

<b>Kanan International</b>   <i>Front Desk Assistant/Ahmedabad, India</i>	Mar 2023 – Nov 2023
<ul style="list-style-type: none"><li>▪ Effectively provided administrative support at Kanan International IELTS Academy.</li><li>▪ Answering phone calls, handling emails, and inputting/updating data in spreadsheets.</li><li>▪ Managing classrooms including setting up materials, and coordinating meetings and appointments.</li><li>▪ Attend meetings with instructor to discuss student's progress and course planning.</li></ul>	
<b>Birla Vishwakarma Mahavidhyalaya Engineering College</b>   <i>Library Assistant/Anand, India</i>	Aug 2021 – Nov 2022
<ul style="list-style-type: none"><li>▪ Assist patrons in finding and using library resources, including books, movies, and electronic resources.</li><li>▪ Check in and check out library materials and manage renewals.</li><li>▪ Answer phones, respond to queries, and redirect calls as necessary.</li><li>▪ Assist with the planning and delivery of library programs and events.</li><li>▪ Perform routine cataloging and inventory of library materials.</li></ul>	
<b>Teaching Assistant – Information Technology Centre</b>   <i>Python Tutor/Anand, India</i>	Aug 2019 – May 2021
<ul style="list-style-type: none"><li>▪ Successfully taught Python language to more than 50 students at classes and prepared them for further examination.</li><li>▪ Counseling all students to clear doubts and help them in college projects and assignments.</li><li>▪ Review and conduct literature to gather information and make presentations and documentation.</li><li>▪ Maintaining records of attendance, grades, and student's personal information.</li></ul>	

## EXTRA-CURRICULAR ACTIVITIES

- Community Service – Tutoring basic computer skills to underprivileged children in slum areas
- Tinkering with mechanical or electronic gadgets to understand their operation and improve functionality.

## LEADERSHIP ACTIVITIES

<b>Student Body Representative</b>   <i>Birla Vishvakarma Mahavidyalaya/Anand, India</i>	Mar 2019 – May 2023
<ul style="list-style-type: none"><li>▪ Served as the exclusive representative for a diverse student body of over 3,000 at college, acting as the principal voice for student needs and concerns.</li><li>▪ In my tenure as the only student advocate on the team, I successfully navigated more than 20 major negotiation sessions between students and faculty, leading to significant policy changes including improved study spaces and extended library hours.</li></ul>	