

PRACHI PATEL
105 Isabella Lane Apt#202
Virginia Beach, VA
(757) 980 7128

SUMMARY

- Excellent interpersonal skills.
- Strong commitment to customer service.
- Experienced in troubleshooting, malfunction identification, and problem solving.
- Routinely completed assignments and projects quickly and efficiently.
- Highly effective in organizing workflow, ideas, and materials.

EDUCATION

MS, Computer Information Systems
Old Dominion University, Hampton, VA, USA, April 2022
GPA 3.0/4.0

BBA, Finance
University of Gulph-Humber, Etobicoke, ON, Canada, April 2020
GPA 3.0/4.0

COMPUTER SKILLS

Operating systems: UNIX, Windows 95, Windows NT, LINUX
Programming languages Python, SQL, HTML, Basic JAVA
Applications: WordPerfect, Word, Access, Excel, PowerPoint, Illustrator

WORK EXPERIENCE

Computer Assistant/Secretary

October 2018 – July 2020

UCMAS — Etobicoke, ON

- Assist in the preparation of operating budget and maintain inventory and budgetary controls with great attention to details.
- Excellent skills in Business Equipment and Computer Applications such as Java, Python, HTML, MS Excel, and MS Word
- Handle cash trading with the use of invoices, e-transitions, and issuing business cheques.

Administrative Assistant

January 2017 - October 2018

Bridgeway Family Centre. — Brampton, ON

- Worked with sensitive information, providing data entry to confidential files.
- Enhanced computer skills by learning HTML, JAVA, and Python to update company website.
- Translated communications between Hindi, Punjabi, Gujrati and Urdu-speaking and English-speaking parties as required.
- Organized and filed photocopies of personal documentation with cash handling.

Secretary

January 2016 - July 2016

Accurate Gundrilling INC. — Brampton, ON

- Sorted, organized, and maintained office records accurately, and removed outdated documents as per the company file maintenance procedures.
- Was responsible for gathering files, retrieving stored files as needed, and updating existing records and added new records.
- Arranged pamphlets and guides to give newcomers useful information about the resources and services offered by their community.