Name

[xxxxxxx@xxx.edu](mailto:xxxxxxx@xxx.edu) | Phone Number | LinkedIn | GitHub | Area

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**EDUCATION: University of Florida, Gainesville, Florida**

**Bachelor of Arts in Finance**

**Minor in Mass Communications**

**GPA 3.93/4.0 Expected Graduation Date: May 2022**

## RELEVANT COURSES:

|  |  |  |
| --- | --- | --- |
| * Marketing * Managerial Accounting * Statistics for Business | * Managerial Economics * Management * Financial Accounting | * Principles of Finance * Legal Environment of Business * Operations Management |

## EXPERIENCE:

**Office of Community Service, Gainesville, FL Jan 2020 – Present**

***Office Assistant***

* Market services related to learning and community service using multiple channels of distribution to students
* Communicate directly with students, faculty, staff, and community contacts via traditional and electronic means
* Organizing Spring 2009 Volunteer Fairs, which involves coordination of over 50 volunteer agencies

**Ann Taylor, Orlando, FL**  **May 2018 – Dec 2019**

***Client Associate***

* Responsible for direct sales of company merchandise
* Achieved 7% of daily gross sales for this Orlando location
* Recognized as top employee for credit card activations during Summer 2008

**Office Depot, Orlando, FL May 2017 – Jan 2018**

Assistant

* Marketed company merchandise to individuals and businesses
* Completed customer service and sales training program
* Voted Employee of the Month for the months of August and October 2007

## LEADERSHIP:

**Indian Student Association**  **Sep 2018 – Present**

***Dance Director***

* Recruit, produce, and manage a dance group of 12 members for an annual celebration
* Coordinate 2003 National Gandhi Day of Service involving over 100 members

## PROJECTS:

**EMC Case Study Competition Sep 2019 - Nov 2020**

**Solution Architect**

* Conducted research in the IT infrastructure and data storage products
* Provided custom made solution proposal using data storage products for big data industry

**CROME: Sea Perch Robot Project** **Oct 2019 - Dec 2020**

**Team Member**

* Designed a robotic submarine made of PVC tubes combining two smaller robots able to complete challenges under the water
* Calibrated the buoyant force to equilibrate it under the water

## ACTIVITIES/AWARDS:

* International Business Society Member January 2009 – Present
* CHAMPS Mentoring program Public School Mentor May 2007 – Present

**TECHNICAL / NON-TECHNICAL SKILLS**:

* Fluent in English
* Microsoft Word, Excel, PowerPoint
* Java, C+ +, Cobol