

Satya Mehta

484-686-5301 | satya.h.mehta@gmail.com | 225 Fluor Daniel Dr., Sugar Land, Texas, 77479

Education

Houston Community College

May 2018 - July 2019

Associate Degree in Math, Earth, and Natural Science

University of Houston-Downtown

July 2019 – Current

Bachelor of Science in Chemistry – Biochemistry Concentration

Work Experience

The UPS Store Manager

The UPS store - Sugar Land, TX

May 2017 - current

- Carefully packing, shipping, and handling delicate and high value packages.
- Manage the store inventory, generate and submit monthly reports, and delegate employee tasks.
- Remodeled the store to be more efficient at providing services and look esthetically pleasing.

Leadership Abilities

- Remodeled and improved multiple retail stores.
- Lead multiple projects within retail stores
- Experienced at providing beginner to expert level training.

Skills and Abilities

Technical Writing Skills	Computer Skills	Laboratory Skills
<ul style="list-style-type: none">○ Prepare research reports○ Prepare quantitative data in various mediums○ Prepare and conduct presentations	<ul style="list-style-type: none">○ Microsoft Office○ Data Entry○ Typing○ Entry-level Python	<ul style="list-style-type: none">○ Perform various analytical machinery such as NMR and IR.○ Adept in various separation techniques such as TLC, Column Chromatography, liquid-liquid extraction.

Language

English (primary)

Gujrati (Fluent at speaking)

Hindi (Semi-fluent at speaking)

