**Satya Mehta**

484-686-5301| [satya.h.mehta@gmail.com](mailto: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**

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| **Technical Writing Skills** | **Computer Skills** | **Laboratory Skills** |
| * Prepare research reports * Prepare quantitative data in various mediums * Prepare and conduct presentations | * Microsoft Office * Data Entry * Typing * Entry-level Python | * 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)