ISHAAN SHARMA I 925-791-0768 I sharmaishaan18@gmail.com

Skills:

Teach python basics	Build and tinker apps, programs and games	Provide counseling services to HS and MS students
Office Management	3D Project Building	Volunteering activities

Contra Costa County Election Worker
November 2020- November 2020
- Manage electronic voting devices
- Check voters in
- Set up voting area

Office Manager at Sundevil Fitness Complex
September 2019 - April 2020
- Manage office operations and procedures
- Maintain and manage relationships with vendors, service providers, and customers
- Ensure results are measured against standards
- Allocate tasks and responsibilities to other team members
- Responsible for ensuring financial objectives are met by managing accounts payable and receivables as well as managing the budget every month.

Project Coordinator / 3D Model Designer
Internship at Khanna Automotive Designs
June 2019 - Aug 2019
- Designed dashboard for food trucks on CAD/Tinkercad
- Followed the project deadlines using agile methodology
- Created wireframes, basic designs with my Mentor and put it on application
- Understood requirements gathering for projects

Career Counselor at Elite Academy
June - August 2017
June - August 2018
Responsibilities:
- Help middle school students create a pathway for high school
- Help the students with choosing engineering vs biomedical pathway
- Front Desk Office Administration
- Scheduling teachers to the right classrooms and answering parent questions
- Selling our summer programs

Core Team Player at siliconvalley4u
March 2015 - May 2018
Responsibilities:
- Summer Camp Counselor
- Instructor (python, 3D Printing models, and scratch for 1st graders and up)
- Help students build a digital portfolio with their work and projects

- Project Management for summer programs This is the gist of my work, but I was involved in this startup since its conception, and now this startup is helping a lot of high school students or returning college students get summer jobs in my city.

Volunteer at ManorCare (nursing facility)
June 2015 - August 2016
Responsibilities
- Social interaction skills for the geriatric group
- Help them connect to their grandchildren by teaching them to use google hangouts and social media
- Teach them to write emails and read news online
- Create fun events like tea time, walk in the garden, movie evening to name a few.

Academic and extra curricular Achievements:
- High School: 2015 - 2019
- Built a pulley style robot for my engineering club
- Built a strong gaming machine to help me explore and build my own game (beta stage)
- Self taught python to myself, and started teaching middle to high school students
- Played tennis at the junior varsity level at my high school and received MVP award in 2017