

AMANJEET SINGH

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EDUCATION

University of California, Irvine

Bachelor of Science in Informatics (Specialization in HCI) · Dean's List

Expected Graduation: June 2026

Irvine, California

Clovis Community College

Associates of Science in Computer Science · Dean's List

June 2022

Clovis, California

Fresno City College

Associates of Science for Transfer in Mathematics · Dean's List

June 2022

Fresno, California

RELEVANT SKILLS

Analysis & Requirements: Business & Technical Requirements Gathering, Business Process Modeling, Data Analysis, Statistical Analysis, Report Generation, Systems Analysis, Cost Reduction Analysis

Technical & Software: Python (Pandas, scikit-learn), JavaScript, C++, HTML/CSS, SQL, Microsoft Visio, Microsoft Office Suite, Google Workspace, Adobe Suite

Enterprise & Project Management: System Development Lifecycle (SDLC), ITIL Methodology, Project Management, Technical Documentation, Stakeholder Communication, IT Asset Management

RELEVANT EXPERIENCE

Teaching and Learning in Computing(TLC) Lab, UCI

September 2022 - June 2025

Fellowship Researcher

Irvine, California

- Performed statistical analysis on student datasets to support academic retention research, contributing to co-author credits on two published papers and the Chancellor's Award for Excellent Research (2024).
- Maintained codebases, databases, confidential internal records, research material, and sensitive student documentation in a shared knowledge repository.
- Acted as a technical liaison between university departments and research faculty, gathering data requirements and coordinating project action items across multiple points of contact.
- Researched, documented, and implemented compliant procedures for handling sensitive student data, ensuring alignment with university data governance policies.
- Contributed to preparation of reports and research materials for academic presentations to many relevant stakeholders.
- Took on leadership and independent responsibilities regarding undergraduate research presentations and grants.

Elite Business Solutions

Volunteer: Aug 2020 – June 2022 | Employee: July 2025 – Present

Office & IT Support

Fresno, California

- Assisted with IT Asset Management for all hardware and software, including workstations, peripherals, and software licenses.
- Developed and documented comprehensive setup plans and standard procedures for new IT infrastructure, improving efficiency.
- Managed client data, recordkeeping, and documentation using Microsoft Office Suite and Adobe Suite tools.
- Acted as a communication bridge between non-technical clients and business partners, performing multilingual translation to ensure clear understanding of needs.

TECHNICAL PROJECTS

Mugic Motion (Senior Project), UCI

September 2024 - June 2025

Project Co-Lead

Irvine, California

- Managed project responsibilities and deadlines through the full System Development Lifecycle (SDLC), from ideation and design to implementation and testing.
- Gathered and documented business and technical requirements from the project sponsor (Mugic Motion) to ensure the final IT solution aligned with their business goals.
- Communicated technical information and project status effectively to both non-technical stakeholders and faculty advisors.

Antricity (Student Project), UCI

April 2023 - November 2023

Project Co-Lead

Irvine, California

- Researched emerging IoT technologies and analyzed business requirements for a 'Smart Plug' device, focusing on cost reduction for household electricity use.
- Analyzed and documented energy consumption patterns and modeled hardware and software solutions, documentation, presentation and pitches, contributing to a project that won \$5,000 in prize money.
- Developed technical specifications for hardware/software integration and implemented the mobile app UI for data visualization.