BALJOT SINGH

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EDUCATION

NEW JERSEY INSTITUTE OF TECHNOLOGY (NJIT) – NEWARK, NJ

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY – JUNE 2022

Cumulative GPA: 3.566

EXPERIENCE

NJIT (NEW STUDENT ORIENTATION LEADER)

JUNE 2020 – PRESENT

Assist with the organization and facilitation of New Student Orientation, in the welcome and transition of incoming students and their families. Assist with set-up and breakdown of NSO. Facilitate NSO groups of incoming students. Communicate with incoming students throughout the summer/winter.

NJIT (LEARNING COMMUNITIES PEER MENTOR)

AUGUST 2020 – PRESENT

Took a leadership role in guiding first-time students (i.e. freshmen) through New Student Orientation (NSO) and their first academic year at NJIT.

NJIT (YWCC ADVISING OFFICE ASSISTANT)

JANUARY 2020 – PRESENT

Assist the academic advisors by doing any work they ask of me, informing them of their appointments, answering general questions by students about campus and college needs (academic and personal), answering all phone calls during shift

SKILLS

- Microsoft Office: Word, Excel, PowerPoint (advanced understanding)
- Being organized, productive and efficient
- Bilingual: Hindi/Punjabi (both understanding more over verbal speaking)
- Basic programming with Python

LEADERSHIP AND INVOLVEMENT

- Leadership: Field Major and Drum Major of high school marching band - Led, Conducted, Directed the band (overall 5-year member)
- HackTCNJ – 2019, 2020
- National Society High School Scholar (NSHSS)
- United States Achievement Academy (USAA) Recipient