

Mana Nabati

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Summary

Ambitious student with excellent time management and problem solving skills.

Education

2014

University of California Berkeley
Berkeley, CA, USA
Industrial Engineering and Operations Research
B.S.
Cumulative GPA: 3.24

Professional Experience

June 2013 to Current

Project Juice
San Francisco, CA
Operations Analyst Intern

- Inventory control
- Production planning
- Strategic sourcing to minimize production costs
- Generating reports on sales
- Marketing and acquiring new clients
- Customer Service

July 2012 to March 2013

Pacific Steel Casting Company
Berkeley, CA
Data Analyst Intern

- Time Study
- Collect and document data sets
- Analyze data sets
- Monitor plant availability and audit

March 2010 to July 2010

Berkeley City College
Berkeley, CA
Librarian

- Kept records of circulation and materials
- Assisted students and instructors in locating materials
- Assisted students and instructors in searching and using databases
- Checked books in and out of the library
- Shelving
- Composed over due reminder letters for reserve materials

Awards

University of California Berkeley

- Department of Industrial Engineering and Operations Research: Robert Rocco Costanza IEOR Scholarship, 2011-2013
- Berkeley Scholarship, 2011-Present

Skill Highlights

- | | |
|--|------------------------------|
| • SQL | • Well organized |
| • R | • Fast Learner |
| • Microsoft Office (Word, Access, Excel, PowerPoint) | • Detail oriented |
| • iWorks (Pages, Numbers, Keynote) | • Good multi-tasker |
| • MATLAB and Simulink | • Team player |
| • AMPL | • Bilingual (English, Farsi) |

Projects

Designing a relational database for a start-up in San Francisco, February-May 2013

Designing a relational database for easy manipulation of data, error avoidance, and more accurate analysis of the company strengths and weaknesses
Creating a user friendly database that's easy to understand by their employees
Constructing powerful queries to sort and filter data
Generating reports and forms to navigate data easily

Implementing industrial engineering concepts to optimize performance and profitability such as:

- Inventory control and keeping track of the ingredients and products used for production and other goods (office tools, etc)
- Developing a preventative maintenance plan for their equipment
- Increasing production efficiency by reducing cycle time, amount of waste produced, and scheduling the order of processes
- Helping with advertising and funding