**Anoop Kathrani**

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**OBJECTIVE:**

Seeking employment which will allow me to grow professionally, while being able to utilize my strong organizational, educational, and exceptional people skills.

**EDUCATION:**

**Rutgers University, New Brunswick, NJ, May 2012**

Major: B.A., Communications

Minor: Organizational Leadership

**ACTIVITIES:**

**Sigma Beta Rho Fraternity Inc., Initiated 2008**

*President*

* Organized weekly meetings for over 30 Active members
* Overhauled marketing technique to improve on-campus image
* Liaison between National Executive Board, Office of Fraternity and Sorority Affairs, and chapter members
* Increased recruitment through use of Facebook, Twitter, events, and campus resources
* Awards: Newly Inducted Brother of the Year (Awarded by Fraternity), Chapter Management and Leadership Development (Awarded by Office of Fraternity and Sorority Affairs during terms as President)

#### **EXPERIENCE:**

#### **Newark Bears, Newark, NJ May 2012-July 2012**

#### *Public Relations Intern*

#### Assisted with Marketing/Public Relation objectives and Game-Day Coordination

* Handled requests from customers, clients, and promotional partners in and out of games and events
* Initiated strategies to improve the team’s image within the community through local and social media
* In charge of updating: events-calendar, program agendas, press kits, and databases

#### **Mirage Banquet Hall, Edison NJ February 2009-July 2012**

#### *Banquet Captain*

#### Acted as liaison between Management, Staff, and Chefs for events for 100-600 people

* Decorated, set-up, break down and reorganize hall for events
* Coordinated menus between the chefs, management, host, and staff before each event
* Managed teams of 4-15 waiters every party and make sure they know the game plan for any specific party

#### **Biz2Credit.com LLC, New York, NY June 2010-August 2010**

#### *Marketing Intern*

Assisted with Marketing and supported sales-team in order to grow clientele

* Contacted top executives of loan-lending banks to obtain information and make initial sales pitch
* Created press releases and updated blogs which are featured on Biz2Credit.com
* Organized all new research done on private banks and cross-referenced with sales-team

#### **Verizon Wireless, Jersey City, NJ May 2008-August 2008**

#### *Sales Associate*

#### Communicated with new and returning customers to increase profit margins and acquire new paying contracts

* Exceeded standard sales quota of $4000 by over $1000 each month
* Implemented communication theories to sales routine to increase personal profits 200%
* Trained new employees strategies to sell over quota of $200 per day and to maximize profits on each sale

#### **Krypton Technologies, Jersey City, NJ February 2006-August 2007**

#### *Associate*

#### Assisted with website, e-commerce, and customer service issues

* Assisted in editing and fixing company website with basic HTML coding
* Implemented a new and effective system to organize all incoming and outgoing shipments
* Used Microsoft Excel for data entry in order to organize information and for sales support