

# SHAISTA MACAN-MARKAR

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## Summary

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Skilled Student ready to take on new challenges with organization that appreciates attention to detail and commitment to excellence. Offers experience in leadership and adaptability. Considered honest, hardworking, efficient and focused. Currently seeking a job in the economic or finance sector.

## Skills

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- ★ Leader
- ★ Analyzer
- ★ Efficient
- ★ Adaptable
- ★ Interpersonal
- ★ Technical Skills: Matlab, Mathematica, Python, Encore and Microsoft Office

## Experience

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### Banking Intern

Apr 2019 to Aug 2019

WSFS - Newark, DE

- ★ Maintained optimal financial controls by securing funds and making accurate transactions.
- ★ Ran daily opening and closing functions
- ★ Promoted facility security by monitoring customer behaviors and following established protocols to protect individuals and assets.
- ★ Promoted bank products and services in daily interactions
- ★ Greeted and Guided Customers in a professional and friendly manner

### Tax Preparer

Jan 2019 to Apr 2019

Woodlawn Branch Library - Wilmington, DE

- ★ Supplied detailed tax documentation needed to submit accurate low income individual returns.
- ★ Efficiency a must due to the numerous amount of clients waiting
- ★ Stored copies of completed returns and related documents according to company procedures and business regulations.
- ★ IRS Trained, VITA certified

**Host/Server**  
**Hibachi Steakhouse and Sushi Bar - Pulaski, DE**

Feb 2018 - Ongoing

- ★ Supported management by helping resolve customer service and food-related issues to maintain guest satisfaction.
- ★ Delivered outstanding service and support from initial interaction to final departure, maintaining loyal clientele.
- ★ Handled a multitude of POS transactions

**Pharmacy Assistant/Cashier**  
**Giant Food/Giant Pharmacy - Middletown, DE**

Jul 2015 - Aug 2016

- ★ Trained new team members in cash register operation, stock procedures and customer service.
- ★ Retrieved, counted and measured drugs and capped and uncapped vials and bottles.
- ★ Maintained updated records such as pharmacy files, patient profiles, charge system files, inventories and poison or controlled drug registries.

## Activities and Honors

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Women in Business, APSA, APIDA council, UDaB, Intramural Sports, Undergraduate Researcher

## Education and Training

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**Bachelors of Science, Economics**  
University of Delaware - Newark, DE

- Minor in Political Science

**High School Degree**  
Appoquinimink High School - Middletown, DE

Expected in May 2020

## References

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References: Available Upon Request