

# Diwanshu Kumar

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## EDUCATION

University of California, Berkeley (2015- Present) | B.A. Economics | Minor: Bio-Engineering | GPA: 3.37

## EDUCATION

To obtain a the Environmental Health and Safety at Abbott internship where I can utilize my background in business, proven leadership skills and passion for healthcare in order to aid the company's growth.

## PROFESSIONAL EXPERIENCE

**Alpha Epsilon Zeta** | *Finance Chair* Berkeley, CA | **August 2016- Present**

- Managed and allocated funds for external and internal purposes.
- Organized and conducted regular fundraisers for philanthropy and professional development events.
- Headed the alumni donation initiative program by regularly contacting alumni base via email and telephone.
- Prepared monthly PowerPoint presentations and Excel sheets to report finances to active members.

**Alpha Epsilon Zeta** | *Project Manager* Berkeley, CA | **August 2016- December 2016**

- Managed an event called "Ballots to Bytes" for 200 people.
- Supervised the fundraising department and executed two successful fundraisers within the span of one week.
- Delegated specific tasks to all the members of the group in an organized manner.
- Secured food sponsorships from local restaurants in the Berkeley and Oakland area.

**SF General Hospital** | *Intern* San Francisco, CA | **May 2016– August 2016**

- Facilitated Mr. Sangha, a hospital administrator, with his with clerical tasks.
- Participated in his client and staff meetings in order to gain a deeper understanding of the healthcare industry.
- Developed communication skills by effectively communicating with Mr. Sangha's co-workers on a regular basis.

**Sutter Health** | *Intern* Roseville, CA | **January 2015 – May 2015**

- Assisted nurses with patient care in various departments such as intensive care, telemetry, imaging and oncology.
- Audited and stocked medical supplies in each one of the units as needed.
- Assisted family members and visitors by providing them the location of patients.
- Trained future interns in auditing and stocking medical supplies in each one of the departments.

**Runway Express LLC** | *Dispatcher* Sacramento, CA | **May 2015 – August 2015**

- Negotiated and closed deals with brokers for cargo delivery.
- Monitored driver's schedules and assigned them routes when it was necessary.
- Compiled appropriate paperwork upon delivery of the cargo and tabulated profits of each cargo delivery.

## EXTRACURRICULAR ACTIVITIES

**D.A.V. Public School** | *Mentor* December 2014—Present

- Guided a group of five underprivileged students in a high school in India.
- Organized regular Skype video calls with each one of the students in order to provide career advice and constructive feedback.
- Assisted each one of the students to set yearly goals and tracked the progress of each one of the students.

**Laxmi Narayan Temple** | *Volunteer* May 2014— August 2016

- Led the Hindi language development program.
- Planned the curriculum of each Sunday morning session with the program head and other volunteers.
- Organized culture programs in order to connect the youth back to their roots.

**Biomedical Science Project Lead the Way** | *Project Manager* August 2013—May 2015

- Led two successful blood-drives in one academic school year.
- Recruited donors within the school and publicized the event.
- Scheduled donors for their appointments.
- Provided donors with refreshments after they donated blood.

**Titan Tutor Club** | *Tutor* August 2011—May 2015

- Provided academic support to elementary and middle school students from the local area.
- Monitored student performance by communicating with students' parents on a regular basis.
- Developed handouts and quizzes from students' textbooks and notes.
- Participated in monthly training and development sessions to improve tutoring techniques.

## SKILLS

Experienced user of MS Office, Excellent communication skills, Business writing ability, Filing and organizational skills, Strong analytical and assessment skills, Trilingual (English, Hindi and Punjabi), CPR Certified