

# Het Patel

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals, and can develop the needed skills to grow easily. Considered hardworking and driven to deliver a solid customer experience. Adept at problem resolution, flexible personality and a fast learner. Great technical support, and keen cultural awareness.

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## STEM Council Representative, Forest Hills HS—Representative

September 2020 - PRESENT

- Input on future of STEM program, through representation of student body
- Helped in the recruitment of leaders in the STEM field as guest speakers to talk about their jobs
- Freshman and Sophomore counseling for a future in STEM
- Volunteered for school and council-sponsored events.

Discussion and Coordination of Carl Sagan STEM Program at Forest Hills High School. My membership gave me input on the STEM community as a whole, and even more representative experience

## Game Design Club, Forest Hills HS, VP and Representative

September 2018 - PRESENT

- Served as lead developer and organizer of main branch
- Head of IT/technical support and IT recruitment and training
- Operated the majority of recruitment with help of underclassmen through demonstration and campaign
- Major role in recruitment of guest teachers and speakers to inform our students on new ways to design and code games

Lead Developer and Game Board designer. Leader and majority STEM mentor for freshman and sophomore applicants. Learned IT development and customer service through experience helping students and teachers

## FHYAA, Team Organizer and Coach

September 2018 - PRESENT

- Active member of FHYAA (Youth Community Football League) in coordination and administration of weekly games and activities
- Personalized mentorship with players and parents
- Handled major communications between team and administrative center
- Handled team Instagram page, along with various other social media related accounts

Organization and personal coaching of over 15 kids at a time. In conjunction with parent and administrative coordination, I developed multi-level communication and organization skills which allow me to perform under almost any scenario

### SKILLS

Organization and Time Management

Software Proficiency

Complaint resolution

Technical Support

Multitasking Abilities

Clerical Support

Software

Administrative Support

Communications

Great With Kids

### LANGUAGES

English, Gujarati, Hindi, Urdu

## EDUCATION

Forest Hills Highschool, NY

September 2018 - June 2022

GPA : 4.0

### Relevant Coursework

- Economics
- Communities Through Social Media
- Psychology
- Sociology

### Activities

- Founder of Political Awareness Club
- Founder of Game Design Club
- STEM Council Member (Student-Body Representative)