

NISHIT TIRUMALA

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EDUCATION	UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK <i>Bachelors of Science in Business Administration</i> Concentration: <i>Management Information Systems</i> Expected May 2021
EXPERIENCE	M&T Bank, Buffalo, NY <i>Document Custodian Reviewer</i> Jul 2020–Aug 2020 <ul style="list-style-type: none">• Audit documents and files received and accurately process to servicing system imaged systems• Analyze and review Titles, Notes, and Securities for accuracy, signatures, and legal recordings• Follow appropriate notification processes to communicate issues and errors to ensure a quick resolution Northtown Automotive Companies, Buffalo, NY <i>Product Specialist</i> Jul 2018–Aug 2019 <ul style="list-style-type: none">• Organize dealership and scheduled customer appointments• Analyze customer relationship with Northtown CRM and Northtown Intranet• Selling both new and used cars as well as finance and related products to clients, marketing and promoting vehicle add-ons such as Finance and Insurance Protection Shree Desai Corp, Buffalo, NY <i>Customer Representative</i> Jun 2016 – Oct 2017 <ul style="list-style-type: none">• Organized and developed new inventory database• Oversee to telephone inquiries, providing quality service to customers and associates inquiring about availability of product or status of order.• Listen attentively to caller needs to ensure a positive customer experience. Access electronic and paper cataloging systems to look up product information and availability
AFFILIATION	Delta Sigma Pi – Alpha Kappa, Buffalo, NY <i>Chancellor</i> May 2020–Present <ul style="list-style-type: none">• Presided over chapter meetings served as the Ritual Chair and maintained the chapter bylaws and policies• Made sure that all chapter meetings and proceedings conform to parliamentary procedures and rules of order University at Buffalo International Student Services, Buffalo, NY <i>International Student Mentor</i> Aug 2017–Present <ul style="list-style-type: none">• Coordinated and participated in 5 orientations introducing UB to international students• Perform administrative tasks regarding to orientation: Collect govt. documents and health documents, UBIT information, student checklist University at Buffalo Bollywood Dance and Drama, Buffalo, NY <i>Vice President</i> Aug 2017–May 2019 <ul style="list-style-type: none">• Responsible for club’s overall direction and management• Organized events more than 10 events based on cultural diversity and served as primary contact for all the events and all the outreach promotions
TECHNICAL SKILLS	Programming Languages: Java, C++, Java Script, and Python Developmental tools: Eclipse, Atom, and Valgrind Application: Microsoft Excel, Power Point, and Word
LANGUAGES	English, Hindi (National), Telugu (Native), Tamil (Regional)