AMIR DHILLON

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**Executive Profile**

Leader in being original; skills in innovation, research, organization, functionality and technicality. Reputation for thinking strategically and globally to build and set the direction for any project or venture. Take an analytical approach to measuring impact on anything that involves the organization I’m working with, taking into account several variables at once.

**Value Offered**

◾ Communication Synthesizer ◾ Personnel & Tech Integrations ◾ Process Data

◾ Public Relations Expert ◾ JAVA & C++ Programmer ◾ Web Programming

◾ Ruby on Rails ◾ Team Player ◾ HTML/ CSS

◾ People Person ◾ Vigilant ◾ Strategic Planner

**Career Highlights**

**Institute for Research in the social Sciences** – Stanford, CA | 2014 to Present

Research Data Center Administrator–Census Bureau

As an RDCA, I encourage knowledgeable researchers to become familiar with Census Bureau data products and collection methods in order to improve their utility and quality. I also help them create new products that increase the value of data that has already been collected. I also address important policy questions without the need for additional data collections. I conduct other administrative duties as well and work in conjunction with the institute’s executive director to ensure a stream-lined operation of my lab.

**VA Health System** – Palo Alto, CA | 2013 to March 2014

*"To care for him who shall have borne the battle, and for his widow, and his orphan".*

Pathways Intern –Ophthalmology (2013-March 2014)

Entered this internship upon shifting to the Bay region. Served as a liaison between the many

interacting groups of the department. Acquired skills from our scheduling crew, medical terminology from ophthalmologists, Veteran interaction skills from our esteemed Veterans, and imaging techniques in conjunction with highly specialized imaging software from our technical representatives. Maintained sensitive information for the department and ensured easy accessibility and presentation in a clear and concise manner.

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**Major Accomplishments:**

* Served as one of the go-to individuals in the department for up-to-date information
* Selected to modify a spreadsheet that highlighted our patients scheduled surgeries.
* Created models for projecting when a particular group of patients should undergo plastic surgery.
* Resolved issues in regards to filing and accessing of material in a timely fashion.
* Drove the progress of my department by helping to adopt a more efficient record keeping style.

**DISABLED STUDENT SERVICES**– Walnut, CA | 2012 to 2013

*“Our vision is to assist our students to be successful.”*

Student Worker II

Reported to a series of health and educational specialists to ensure that our clients are receiving the best education that we can possibly provide them. Engaged with supervisory team & clients to assist in note taking, test taking, record keeping of information, etc.

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***Experience at DSP&S … Continued***

**Major Accomplishments:**

* Helped manage student activities and educational experience.
* Optimized classroom learning experience by attempting to engage my client
* Achieved Employee of the Month Awards for my hard work.
* Conducted office/clerical work. Filed clients’ information in a very organized manner
* Recognized as a go-to person for information on how to best interact with a client given their disability and behavior.

**Mt Sac Foundation Office**– Walnut, CA | 2011 to May 2012

*“Celebrating Excellence and distinction.”*

Foundation Agent

In concordance with Foundation rules and policies, solicited funds for the Mount San Antonio Student body. Helped in a campaign partially sponsored by the Osher Foundation to raise funds for scholarships for my students. Helped set up and organize charity events for donors to congregate and network.

**Major Accomplishments:**

* Converse with past alumni and faculty to solicit funds for campaigns
* Helped to generate over $1 Million dollars during the matching campaign
* Assist in data entry in respect to monthly fiscal information and to keep track of our many investments

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**Additional Experience**

**Enumerator – US Census Bureau, Diamond Bar, CA (March 2010- June 2010):**

* Planned work by reviewing assignment area to determine organization of neighborhoods and locate households for conducting interviews.
* Conducted interviews with residents in assigned areas by following stringent guidelines and confidentiality laws. Explained the purpose of the census interview, answered residents' questions
* Assessed quality control levels on selected addresses, determined which samples passed or failed, and maintained records for quality control verification.

**Education & Professional Development**

**Computer Science– In Progress**

San Jose State, San Jose, CA

**Community Leadership**

Phi Theta Kappa- Treasurer, Walnut, CA (2011-2012)

MT SAC RELAYS- Volunteer, Walnut, CA ( 2011 & 2012)

UCLA Health Systems- Volunteer , Westwood, CA(2009)