

KRISH PATEL

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PROFILE SUMMARY

Detail-oriented Computer Science graduate student at ASU with strong administrative experience and a background in tech and event coordination. Skilled in communication, multitasking, and supporting fast-paced academic offices with accuracy and professionalism.

EDUCATION

Master of Science in Computer Science Fall 2025
Arizona State University, Tempe, USA

Bachelor of technology in ICT 05/25
Pandit Deendayal Energy University, Gujarat, India CGPA 9.24/10

Diploma in Computer Engineering 05/22
Ranchhodlal Chhotalal Technical Institute, Gujarat, India CGPA 9.50/10

EXPERIENCE

Encode – Event Management Head 07/23 – 05/24

- Led planning and execution of multiple student events with 50+ attendees.
- Managed event logistics, including coordinating deliveries, booking campus venues, and maintaining inventory
- Handled communication with staff, vendors, and student teams for smooth event execution.
- Mentored subcommittee members and delegated tasks to ensure smooth event delivery.

Finance Department PDEU – Office Assistant 05/24 – 12/24

- Handled front-desk tasks including calls, visitor queries, and routine communication.
- Maintained digital records with a focus on accuracy and confidentiality.
- Assisted in scheduling, report preparation, and departmental coordination
- Managed document processing, filing, and official email correspondence.

PROFESSIONAL EXPERIENCE

Blink Analytics – Data Science and LLM intern 12/24 – 05/25

- Prepared and cleaned large datasets for training AI models.
- Assisted with social media scheduling, on-site logistics, and participant coordination.
- Supported generative AI projects through backend optimization and documentation.

SKILLS

Administrative & Communication Skills

- Creative Writing & Captioning
- Social Media Platforms: Instagram, LinkedIn
- Email handling, phone etiquette, and professional correspondence
- Comfortable organizing data and managing spreadsheets
- Event planning, scheduling, and coordination
- Content Creation: Canva
- Team collaboration and multitasking under deadlines
- Strong time management and problem-solving abilities

Technical & Programming Skills: Python, Java, HTML, CSS, JavaScript, SQL, Django, React, Docker, Spreadsheets, MS Office Suite, Google suite, Artificial Intelligence, Deep Learning, Generative AI, LLMs, Git.