

Simran Kaur

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EDUCATION

San Diego State University

San Diego, CA

Expected: May 2022

College of Arts and Letters

GPA: 3.8

B.A. in International Business, focus in Management Information Systems

Minor in Computer Science

Yakima Valley College

Yakima, WA

Sept 2017 – June 2019

Associates of Arts

EXPERIENCE

Cardinal Group

San Diego, CA

Oct 2020 – Jan 2020

Community Intern

- Increased awareness through social media platforms by implementing marketing strategies to gain followers
- Utilized and expanded graphic design skills on multiple platforms including Photoshop, Lightroom, and Canva
- Corresponded with potential tenants to generate leases and sign contracts

Yakima Tennis Club

Yakima, WA

Jul 2018 – Aug 2019

Front Desk Assistant

- Maintained account records by organizing member information and collecting deposits, fees, and payments
- Verified accuracy of financial data through client correspondence
- Independently managed the daily duties of opening and closing the tennis club

ORGANIZATIONS

Delta Sigma Pi

San Diego, CA

Nov 2020 – Present

Recruitment Coordinator

- Engaged in professional development activities to enhance professional skills and increase business knowledge
- Collaborated with multiple committees to foster the study of business through workshops and conferences
- Organized and planned recruitment events for **150+** potential new members

Technology Coordinator

- Worked on behind the scenes tasks during events such as organizing Zoom meetings with over **100** participants
- Assisted in updating the public website to have relevant information through Squarespace
- Organized new member and existing member information to provide apprehensible data

SERVICE

Yakima Humane Society

Yakima, WA

Mar 2018 – Mar 2019

Dog Socialization Volunteer

- Cleaned canine and feline kennels in order to maintain satisfactory sanitary requirements
- Spoke with potential adopters and answered questions they had to promote and encourage adoption
- Assisted with the organization and logistics of adoption events to showcase animals and boost awareness

Systems Experience

Relevant Coursework

Spoken Languages

Java

Introduction to Operations and Supply Chain Management

Punjabi - Advanced

SQL

Management and Organizational Behavior

Spanish - Intermediate

HTML

Principles of Information Systems

Hindi -Intermediate