

# KAVIYA PODAMEKALA

Atlanta, Georgia

404-916-4022   kpodamekala3@gatech.edu   linkedin.com/in/kaviya-podamekala

## EDUCATION

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**Georgia Institute of Technology, Scheller College of Business** *Aug 2023 – May 2027*  
Bachelor of Science in Business Administration, Concentration: Information Technology Management  
**Coursework:** Business Programming, Data Analytics and Management, Project Management

## EXPERIENCE

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**Shared Services National Accounts Intern, TK Elevator**, Atlanta, Georgia *Jun 2025 – Aug 2025*

- Generated and analyzed financial trends through Excel and Power BI.
- Retrieved and organized client data using Oracle to support financial reporting, enhancing data visibility for leadership.
- Designed and automated recurring reports to improve tracking of key operational metrics.
- Collaborated with cross-functional teams in Brazil and North America to streamline backlog processes, reducing the 2023–2024 backlog by 70% within two months.

**Clinical & Administrative Intern, Northside Hospital**, Atlanta, Georgia *Sep 2022 – May 2023*

- Managed patient scheduling and registration through the **\*\*Athena health portal\*\***, ensuring accurate data entry and system updates.
- Maintained and organized electronic medical records to improve accessibility and support physician workflows.
- Processed insurance claims and medical billing using hospital administration systems, ensuring compliance and timely reimbursements.

**Tutor, Kumon Learning Center**, Atlanta, Georgia *Oct 2020 – Apr 2023*

- Tutored students in math and reading; tracked academic progress and provided learning support.
- Led community outreach initiatives and supported center administrative operations.

## PROJECTS

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**GT VIP Project – Brain Trauma Assessment Protocols - AAC Aphasia App** *Ongoing*  
Supporting research team by analyzing project reports and contributing to iOS development using Swift and Xcode.

## ACTIVITIES

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### Extracurriculars/Volunteering

Student Government Association, GT Research, BETA Club, Trained in Bharatanatyam and Carnatic music, Sai Mandir Volunteer, Nonprofit tutoring(LearntoBe).

## SKILLS

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**Technical** Excel, Oracle, SQL, Python, Power BI, Tableau, Java, JavaScript, Management Statistics

**Business** Data Management, Project Management, Scheduling, Data Analysis, Financial Reporting