

KEERTHANA KARTHIKEYAN

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🌐 keerthana.us

EDUCATION

Student - Junior

Enloe High School

2022 - 2026

CERTIFICATIONS

**Microsoft Excel Expert
Certification**

**Business Administration:
Entrepreneurship (Certificate)**

Wake Tech Community College

2022 - 2024

**Information Technology: Web
Developer (Certificate)**

Wake Tech Community College

2023 - 2026 (In Progress)

**Intro to P5.JS + Game Design
Course (Certificate)**

Girls Who Code and Intuit

June 2024

EXPERTISE

Web Design/Development

Strong Computer
Application Skills

Coding Languages:

- Java
- HTML 5
- CSS
- Python

Verbal and Written
Communication Skills

ACHIEVMENTS

- 1st Place in NC CyberPatriot
- 1st Place in the Region - eCyberMission
- National Honor Society Member
- 3rd Place in the region - FBLA Informational Technology
- 3rd Degree Black Belt in Taekwondo
- Level 3 Taekwondo Instructor

ABOUT ME

I am an ambitious and hard-working rising junior who is piqued towards a Computer Science and Business pathway. I enjoy teamwork and I am actively looking for opportunities to strengthen my skills in both fields.

WORK EXPERIENCE

• Human Resources Director Intern (Jan. 2024 - June 2024)

Stem Stitch | Nonprofit

I delegated weekly tasks to a team of 20 interns and coordinated with other board members to complete projects to increase STEM accessibility to youth on an international level.

• Wake Teamship Intern (July 2024)

Over the course of a week, I worked with teammates to solve a business problem for Kelaca, a talent acquisition company. At the end of the week, my team and I prepared and presented a professional pitch to Kelaca with our solution for the business problem.

• Taekwondo Instructor

Taekwondo America | Morrisville and Raleigh Branch

I am a Level 3 Instructor in Taekwondo and I have 4+ years of experience working with others and leading large groups of students.

• Social Media/Website Manager (May 2024 - Present)

Zarba Boutique

I develop and maintain a social media calendar for a small business with the goal of improving online sales. I also actively create attractive social media posts and consistently update the business website with new products.

• Event Coordinator (Present)

President and Co-Founder (2023 - 2024)

Indian Culture and Performing Arts Club (ICPA)

I initiated the founding of a club that brings together students of various backgrounds to learn more about Indian Culture.

- Manage students on the club board (planning events, organizing regular meetings)
- Communicate with other teachers and students (sending bi-weekly emails, reminders, and event notifications)
- Organize Events (Socials, showcases, etc.)

• Vice President (Present)

Secretary (2023 - 2024)

Apex Youth Council (AYC)

In AYC, I have worked in different positions as a part of the board to manage around 180 volunteers.

- Vice President: Coordinate with all board members represent AYC in public events, create sign up opportunities for a variety of volunteer events
- Secretary: I managed the volunteer hours for 143 members and developed our official website. I also proposed and organized a highly successful clothing drive in partnership with a local non-profit.