

Mahi Patel

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Education

University of South Carolina – Columbia, S.C.

May 2027

- *Bachelor of Science in Computer Information Systems in Business*
- Minor in Business Management
- Cumulative GPA: 3.242, Dean's Scholar, Palmetto Fellows

Skills

- **Programming Languages:** Java, Python
- **Software Applications:** Microsoft Suite (Excel, Word, PowerPoint)
- **Operating Systems:** Windows, Linux
- **Languages:** Fluent in English and Gujarati; Conversant in Urdu and Hindi

Related Experience

First Citizens Bank – Spartanburg, S.C.

May 2025-Aug 2025

Sales and Service Representative

- Handled banking D1 software to process 150+ client withdrawals, deposits, payments, account information, and verify their personal data with confidentiality daily
- Executed routine management tasks of managing data entry, auditing cash drawers, and utilizing balance verification
- Assisted customers with all banking needs, promoted bank products/services, led by following all bank rules and regulations in person, in drive-through, and by phone call

Hudson Liquor – Greer, S.C.

Aug 2025-Sept 2025

Assistant Manager

- Entered and managed 900+ product inventory through RetailPOS software, establishing accurate tracking and reporting
- Ensured efficient coordination between 3-4 distributors to retain favorable inventory levels by organizing items into numerous categories
- Worked with RetailPOS software to adjust prices weekly based on profit margin analysis, leading to improved revenue and turnover

Professional Extracurricular Activities

Epsilon Sigma Alpha (ESA) – Club Member

Feb 2025-Present

- Actively completing service hours (25+ per semester) for National, Local, USC, and ESA categories
- Attending weekly chapter meetings for service education and professional skills
- Participating regularly in fundraiser/social events to support chapter charities such as St. Jude's and the Easterseals

USC Women in Business (WIBC) – Club Member

Aug 2023-Present

- Attending bi-weekly meetings with professional business-oriented women as mentors
- Collaborating with a team to design and present with a wibinternship, a real-life business scenario showcase

Other Work Experience

- Sunoco QuickMart - Cashier
- The Tutoring Center - Tutor
- Kumon Learning Center - Tutor

Dec 2024 – Sept 2025

Feb 2023 – May 2023

Sept 2021 – Feb 2023