

MALVIKA CHAUDHARY

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U.S. Citizen

OBJECTIVE

Bachelor of Science in Business Administration degree candidate concentrating in Supply Chain and Operations Management.
Seeking Summer 2017 Internship in Management Information Systems.

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY, Scheller College of Business

Atlanta, Georgia

Bachelor of Science in Business Administration

May, 2019

- Concentration: Supply Chain and Operations Management
- Minor in Computer Science, specializing in Information Internetworks and Data Science
- Scholarship: HOPE Scholarship

EXPERIENCE

CISCO

Alpharetta, Georgia

Software Development Intern

May 2017 – Present

- Developed Stealthwatch product user-interface using Python, HTML, and CSS as well as engaging in LVA-Testing
- Wrote and executed test plans during agile product development using various IDEs and file repositories
- Updated Cisco's internal webpages to reflect current products and plans, and set up a management system for constant real-time updates

GEORGIA TECH ATHLETIC ASSOCIATION

Atlanta, Georgia

Peer Tutor

August 2016 – Present

- Worked with athletes based on their personal learning styles, varying amongst various teaching techniques
- Prepared lessons and learning plans for subjects such as Microeconomics, Macroeconomics, Introductory Computer Science, Business Analytics

BCA LAW FIRM

Norcross, Georgia

Paralegal Intern

May 2013 – August 2016

- Worked with Search Engine optimization through keyword queries
- Conducted website improvements through updating content, graphics, and monitoring performance
- Developed site content and create user friendly site navigation
- Managed the production of marketing materials, including leaflets, posters, flyers, and newsletters

LEADERSHIP

PRIVATE TUTORING

Head Tutor in STEM AP courses

August 2014 – Present

- Self-advertised private tutoring sessions through social media and flyers
- Recruited a client-base of 22 individuals needing help in STEM AP courses
- Mentor students, work with lesson plans and individual learning challenges, and lead each student to success in coursework

MARKETING BOARD INDIA CLUB

August 2015 – August 2016

- Advertised events through social media, flyers, and held incentivized tabling for more exposure
- Fundraised over \$18,000 by contacting companies for sponsorships and applying for grants
- Served as liaison between event caterers, DJ, venue booking, and allocation of funds

SKILLS/INTERESTS

Software:	Object Oriented Programming, JAVA, Python, HTML, CSS, SQL, Excel (Advanced), Microsoft Office
Finance:	Balance Sheets, Statement of Cash Flows, Income Statements
IT Management:	Market Basket Analysis, Business Analytics, Data Analytics
Communication:	Public Speaking, Technical Document Writing, Legal Document Writing, Grants, Presentations
Spoken Languages:	English, Hindi-fluent, and Spanish-business proficient
MISC:	Swimming, Basketball, Competitive Dance, Cross Country

