

# MALVIKA CHAUDHARY

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## OBJECTIVE

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Bachelor of Science in Business Administration degree candidate concentrating in Supply Chain and Operations Management, minoring in Computer Science. Seeking Summer 2018 Internship in Management Information Systems as a Product Owner.

## EDUCATION

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**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

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**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

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**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

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