

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 **GPA: 2.96** **May, 2019**

- Concentration: Supply Chain and Operations Management
- Minor in Computer Science, specializing in Information Internetworks and Data Science
- Scholarship: HOPE Scholarship
- Achievements: Dean's List Spring 2017

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

