# 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 Major GPA: 3.2 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**

**CISCOAlpharetta, 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