Manya Shah

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EDUCATION

The University of Texas at Austin   *Austin, TX*
Bachelor of Science   *Expected Dec 2021*
Major in Biology; Minors in Business of Healthcare
Cumulative GPA: 3.65/4.0 Dean's List 2019-2020
Relevant Coursework: Computational Biology, Introduction to R Studio and Python

The University of Texas at Austin   *Austin, TX*
Bachelor of Arts   *Expected Dec 2021*
Major in Economics; Minors in Foundations of Business
Cumulative GPA: 3.65/4.0 Dean's List 2019-2020
Relevant Coursework: Econometrics, Statistics

WORK EXPERIENCE

The University of Texas - Austin   *Austin, TX*
Senior Procurement Associate   *Feb 2020 – current*
   - Involved in procurement of sensitive and hazardous materials for research labs across campus and maintaining spreadsheets
   - Analyzing purchasing patterns for various large vendors
   - Added new vendors into the system and keyed in special shipping codes when needed.

The University of Texas - Austin   *Austin, TX*
FIG Mentor   *Feb 2020 – current*
   - Counseled 20-25 students each semester in career planning, job placement and academic goals.
   - Monitored student's academic progress, mental health and sociability through 4 monthly individual assessments.

IC2 Institute   *Austin, TX*
Economic Research Intern   *May 2020 – Aug 2020*
   - Compiled and organized research data to produce reports and graphs
   - Produced final results using only 75% of the time alloted
   - Handled all research tasks and disseminated the data collected to key stakeholders.
   - Honed communication and interpersonal skills by interviewing city leaders, business owners, and other stakeholders.

Monarch Networth Capital
Finance Intern   *May 2019 – Aug 2019*
   - Assisted in launching an IPO for a supermarket chain
   - Gained experience in analyzing financial statements and annual company reports
   - Calculated solvency, profitability and liquidity with updated client portfolio values, returns and risk statistics.

UNIVERSITY PROJECTS

Dell Medical School – Improving OR Efficiency   *Fall 2020*
Worked with Director of Strategic Operations to come up with strategies to increase OR efficiency
Came up with a 3 part plan that could quantitively increase efficiency by 33%

Technical Skills: SQL, R Studio, Python, STATA, Tableau
Soft Skills: Experience working in a professional and fast paced environment, public speaking, teamwork
Languages: Fluent in English; Conversational Proficiency in Hindi, Gujarati