manoj vasa

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Summary

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|  | Efficiently works with team and prioritizes tasks depending on situation. Willing to learn new tasks and solve problems. |

Skills

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|  | Proficient in using Word, Excel, and PowerPoint   * Worked on assignments to create tables and edit papers on word. Arranged data in excel spreadsheets to calculate data |
|  | Good with computing numbers and mathematical analysis   * Completed Calculus I, Calculus II, and Computational Matrix Algebra Class * Experienced in interpreting and organizing data accurately |
|  | Able to collaborate in high pressure work environments.   * Able to work well in team oriented settings to reach goals |
|  | Dedicate all my efforts to the work needed to be done and do so in a punctual manner. |
|  | Possess proficient interpersonal and communication skills. |
|  | Work well under high pressure environments and prioritize tasks |
|  | Willing to learn new computer skills to further increase efficiency in all tasks |
|  | Participated in volunteer works that involved organizing events  Competed in DECA competition and improved marketing skills by assessing work environments and providing remedies to fixing problems |
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Experience

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| 8/2014 – 12/2014 | Student cook,  CU Boulder C4C Dining Center   * This position allowed me to work in a fast pace environment that also honed my communication skills. Clear communication and collaboration was essential to work in this environment |
| [Dates] | Office Assisstant,  Pandit View Software   * Pandit View Software is a consulting company that ensures their client’s business runs smoothly by utilizing Enterprise Resource Planning software package. |

Education

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| 6/2015 - present | Metropolitan State University of Denver, pursuing a BS degree in Computer Science |
| 8/2013 – 5/2015 | University of Colorado Boulder, pursuing a BS degree in Computer Science |