

# NANDINI SINGH

nandinisingh@utexas.edu

2215 Rio Grande St., Apt. 403 • Austin, Texas 78705 • (409) 790-4621

## EDUCATION

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**The University of Texas at Austin** Bachelor of Science and Arts, Biology May 2020  
Minor: Core Texas and Ideas  
Additional Coursework in Advertising, 12 hours  
Overall GPA: 3.10

## EXPERIENCE

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**Biology Instructional Office** - *Undergraduate Teaching Assistant*; Austin, Texas Spring 2020 - Present

- Prepare lab by setting up equipment and materials
- Reinforce lessons presented by professor by reviewing information with students one-on-one
- Supervise students both in lab and after hours to ensure successful results

**Division of Housing and Food Services** - *Desk Assistant*; Austin, Texas Fall 2017

- Delivered meaningful customer service to residents and guests
- Communicated and enforced residence hall policies
- Reported, documented, and resolved incidents within community

**Southeast Texas Dental Center** - *Intern*; Austin, TX Summer 2017

- Directly interacted with patients on a daily basis by confirming appointments and updating charts
- Assisted dentist with various procedures, including but not limited to X-rays, composites, and extractions
- Upheld patient hospitality policy by respecting confidentiality and ensuring comfort

## ACADEMIC PROJECTS

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**SDS 328M Research Project** - *Digital Media Advertising* Spring 2018

- Collected and analyzed data regarding usage of various social media platforms using R Studio
- Determined which platforms are most effective in advertising different event types for 4 age groups

## LEADERSHIP EXPERIENCE AND ACTIVITIES

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**Kappa Phi Gamma Sorority, Inc.**

**•Serving as - President** Fall 2019 - Present

- Facilitate new officer transition through creation of Google Drive for each positions' guides and documents
- Delegate tasks to respective officers and enforce deadlines
- Monitor relationship with university via Good Standing Program

**•Served as - Secretary** Fall 2018 - Spring 2019

- Developed point system to provide incentive for member participation
- Integrated event calendar and reminder system to ensure full participation of active body
- Monitored attendance, booked rooms, and oversaw several other positions

**•Served as - Creative Director** Spring 2018

- Designed fliers, t-shirts, and other materials
- Implemented calendar to organize promotion of events and sorority brand
- Provided upkeep of several social media platforms in order to raise awareness of organization

**•Served as - Service Director** Spring 2018

- Coordinated 5-day service week in which we raised around \$500
- Demonstrated successful outreach by having several other organizations participate in events
- Created and promoted event page to distribute information about cause and encourage donations

**Longhorn Pets Alive** - *Active Member* Fall 2016 - Present

## HONORS

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**•Jefferson Scholars Program** Fall 2016 - Present

## ADDITIONAL INFORMATION

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**Computer Skills:** R Studio, SPSS, Canva, MS Office, Word, PowerPoint

**Languages:** Fluent in Hindi, Working knowledge in Spanish

**Interests:** Study of Ancient Texts, Data Analytics, Culinary Arts, Marketing Strategy, Music, Sustainability, Traveling

**Work Eligibility:** Eligible to work in the U.S. with no restrictions