Naya Singhania

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EDUCATION

San José State University — *San José, CA*   Aug 2023 — May 2027
Bachelor of Science, Computer Science
Certificate, Computational Linguistics
- Cumulative GPA: 3.76/4.00
- President's Scholar (Fall 2024), Dean's Scholar (Fall 2023)

WORK EXPERIENCE

Financial and Operations Assistant — *MarloJoy Solutions*   May 2020 — Present
- Streamlining operations via administrative software to create efficient workflows and adhere to project timelines
- Facilitating client intake for private practice services by managing paperwork to ensure smooth onboarding
- Designing, promoting, and regularly updating content for upcoming/past events on the website, reaching 100 people
- Maintaining financial records via Quickbooks and other software for accurate tracking and tax reporting
- Contracted by an external organization to manage and support their social media presence through content creation

Front Desk Attendant — *Avery Aquatic Center @ Stanford Aquatics*   June 2024 — August 2024
- Welcomed members and monitored admissions, ensuring only authorized swim team members had facility access
- Directed crowd flow and maintained order during high-traffic events like the National Junior Olympics
- Provided exceptional customer service by assisting guests with questions and guiding them through facility policies
- Managed facility closing procedures, including ensuring cleanliness and security of the facility

Full Stack Engineering Intern — *Y Stem and Chess*   May 2024 — August 2024
- Migrated the educational platform to a modern framework to ensure easy code maintainability
- Increased speeds for our 100+ student users and increase efficiency and code readability within our 10 person team
- Integrated a virtual chess board into the site to allow users to play low-latency chess games and learn chess
- Collaborated with multiple teams to uphold coding standards and meet project deliverables

ORGANIZATIONS

Treasurer, Webmaster — *Spartan Disability Alliance @ SJSU*   Jan 2024 — Present
- Collaborating with executive team to launch events and workshops for our 50+ members
- Managing budget, ensuring financial transparency and proper allocation of financial resources
- Designing organization website to host important information and advertise upcoming events

Full Stack Developer — *Association for Computing Machinery @ SJSU*   Sep 2024 — Present
- Developing the onboarding flow for our 1000+ members to increase member engagement on our website
- Creating the events page to inform members of upcoming events and allow registrations for events
- Collaborating with 10 designers and devs to implement the website UI/UX modern web frameworks

PROJECTS

Access Finder   Dec 2024 — Present
- Coding a web app that helps those with disabilities find and rate accessible places and services near them
- Using various APIs and modern web frameworks to build out functionality for the app
- Maintaining the project as open source, collaborating with multiple contributors to build and test functionality

SKILLS

- **Productivity Tools**: Google Workspace, Microsoft Office, QuickBooks, CRM Tools
- **Content Creation**: Graphic Design (Flyers, Event Promotion), Social Media Management, Video Editing Software
- **Web Management**: Website Builders, CMS Platforms, Web Development, SEO