

NEHA PURANDARE
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EDUCATION

The University of Texas at Austin	Bachelor of Business Administration, Business Honors Bachelor of Arts, Plan II Honors Overall GPA: 4.0	May 2020
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EXPERIENCE

Coppell Chamber of Commerce – Intern for the VP of Marketing; Coppell, TX	June 2014 – June 2016
<ul style="list-style-type: none">• Surveyed company representatives to gather data on current membership to create new membership levels• Fashioned advertisements for various Chamber events using digital media software such as Photoshop• Wrote for the editorial column in the city wide newspaper to promote the Coppell Chamber of Commerce and wrote informational articles for the Chamber of Commerce newsletter• Directed and produced the 2016 promotional commercial for the Chamber using iMovie	

Tutor Me Texas and Dr. Weber Tutoring – Tutor/Mentor; Coppell, TX	August 2015 – June 2016
<ul style="list-style-type: none">• Tutored 6 students in grades from 5th grade to 12th grade and taught calculus, physics, general math, and all standardized tests including the SAT, ACT, and TAKS• Communicated weekly with parents to discuss student progress and advise to formulate study plans for the future	

Coppell Farmers Market – Student Liaison; Coppell, TX	June 2016 – August 2016
<ul style="list-style-type: none">• Chaired as the Student Liaison to provide a high school perspective on different changes and developments to attract the younger crowd• Promoted the Market through managing outlets such as Facebook (over 6,000 likes), Twitter (2,000 followers), and Instagram (over 600 followers) as the Social Media Manager• Operated the information booth at the market every Saturday to inform and educate customers about the market	

LEADERSHIP EXPERIENCE AND ACTIVITIES

University Securities Investment Team – Analyst; Austin, TX	Fall 2016 – Present
<ul style="list-style-type: none">• Analyze and manage a portfolio of over 2,500 dollars• Explore current events in Finance and learn about various facets of Finance to teach next semester	

Texas Royals – Member; Austin, TX	Fall 2016 – Present
<ul style="list-style-type: none">• Spirit group focused on school spirit, social, service, and sisterhood• Organize books at a local non-profit book store, serve at a Feed My People, and raise money for Alzheimer's Awareness	

McCombs College Tuition and Budget Advisory Committee – Organization Representative ; Austin, TX	Fall 2016 – Present
<ul style="list-style-type: none">• Managed Student Body relations and facilitated communication between faculty and students regarding budgetary concerns and the tuition-setting process• Evaluated McCombs as business to analyze expenses and effectively allocate the McCombs budget	

Coppell High School Student Body – President	Fall 2012 – Spring 2016
<ul style="list-style-type: none">• Represented 758 students in regular student body meetings with counselors, assistant principals, and the principal• Conducted class wide meetings to update students and encourage them to become active in student body affairs• Served as the front end for communications and communicated directly with local businesses to maintain good connections and gain endorsements for various school functions	

Honors

Cum Laude: Dean's Honors List for Academic Achievement

ADDITIONAL INFORMATION

Computer Skills: MS Word, Excel, PowerPoint, One Note, Photoshop, iMovie

Languages: Basic Knowledge in Spanish (4 years)

Interests: Traditional Indian Dance, Running, Ukulele, Blogging

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