# Nia Saini

**1234 University Avenue, Madison, WI 53706 | psaini8@wisc.edu | 732-351-5222**

## EDUCATION

**University of Wisconsin—Madison | Madison, WI**                    *Anticipated December 2025*
*Bachelor of Information Science*
GPA: 3.9/4.0; Dean's List (1 semester)
Relevant Coursework: Python Programming & Data Science

**CompTIA | Online**                                                            *Completed May 2025*
*Certificate in Cybersecurity*

**Madison Area Technical College | Madison, WI**                    *Summer 2023–December 2024*
*Associate's degree in Liberal Arts & Sciences*
GPA: 3.9/4.0; Dean's List (2 semesters)
Relevant Coursework: Data Structures & Algorithms, Programming 1 & 2, Machine Learning

## EXPERIENCE

**Walmart | Madison, WI**                                                       *August 2023–Present*
*Front End Associate & Customer Service Associate*
- Facilitate training sessions for new cashiers and work in customer service.
- Process transactions efficiently, including cash handling, while providing a positive experience.
- Support the service desk by resolving issues, handling returns and answering customer inquiries.

**Janak Trucking LLC. | Carteret, NJ**                               *January 2021–December 2022*
*Customer Service Representative*
- Entered and processed invoices with high accuracy using various database systems.
- Managed the transfer of paper files to digital records through data entry and scanning.
- Handled client transactions, including collecting fees and ensuring accurate financial records.

## LEADERSHIP & INVOLVEMENT ACTIVITIES

**Ladies of Royalty | Middleton, NJ**                                            *Fall 2024–Present*
*President*
- Led club meetings, organized events, and increased member recruitment.
- Developed partnerships with other student organizations to expand event reach and impact.

**Prevention Players | Madison, NJ**                                        *Fall 2024–Spring 2025*
*Treasurer*
- Managed financial records, processed reimbursements, and organized fundraising efforts.
- Created detailed budget reports to improve transparency and support strategic planning.

## SKILLS

- Experience with MS Excel, MS Outlook, MS Word, MS PowerPoint, JavaScript, and C/C++, Google Docs, Sheets, Drive, Adobe After Effects, Adobe Photoshop, Word Processing (90 WPM), Time and Database Management Purchasing Shipping and Receiving Operations.