Nidhi Seth

(310)-877-1990 | nidhiseth27@yahoo.com | https://www.linkedin.com/in/nidhi-seth-89a9a121a/

EDUCATION

California State University, CA   **Spring 2023**
Bachelors in Computer Science
Coursework: Cyber Security, Algorithm Engineering, Software Engineering

Cypress College, Cypress, CA   **December 2020**
Associates in Computer Science
Coursework: Object Oriented Programming, Data Structures and Algorithm

TECHNICAL SKILLS

- **Programming:** Python, C, C++, Visual C#
- **Web Development:** HTML, CSS
- **Software Development:** Visual Studios, Visual Studios Code, Linx
- **Other Tools:** Microsoft Office

EXPERIENCE

Administrative Services Coordinator   **2021- Present**
Cypress College | Cypress, CA
- Supervise day-to-day operations of the office, which included handling email and phone calls and maintaining an inventory of office supplies.
- Assisted with enrollment, attendance, and other administrative matters, responding promptly and professionally to inquiries from students, parents, and staff.
- Complied with privacy regulations and maintained student records in an organized and accurate manner.
- Supervised both the incoming and outgoing mail, sorting and distributing letters and packages.
- Coordinated with other school departments to ensure that student fees, and other financial transactions were processed promptly and accurately.

Operation Associate   **2020 - 2023**
Amazon | Buena Park, CA
- Oversaw the management of both incoming and outgoing shipments, ensuring that each one was processed promptly and accurately.
- Increased accuracy by 15% by making use of warehouse management systems to optimize pick paths and cut down on picking errors.
- Moved goods around the warehouse using material handling equipment like forklifts and pallet jacks.
- Ensured team members' compliance with Occupational Safety and Health Administration regulations by conducting safety training sessions.
- Aided in the implementation of new technology systems to increase warehouse efficiency, such as barcoding and scanning tools.

PROJECTS

- Creating a program for a local bank that allows them to create objects representing a customer's bank account. **(Python)**
- Developing a program that mimics flipping a coin where there are two choices available when a coin is flipped: heads and tails. Asking the user to choose between heads and tails prior to performing the flip. After the client input, "flip" the coin and let them know which side it displayed as well as though they speculated accurately or not.**(C++)**
- Creating a library's inventory system where the program will permit the client to add a book to the library's stock, eliminate a book, and query a book and the book titles will be saved in a dictionary with each key representing a book title and each value representing the number of available copies.**(Python)**
- Creating a "Calorie Counter Application" where assuming that the client taps on the picture of organic products, the calories for that organic product will be added to the all out calories and the all out calories will be shown.**(Visual C)**
- Creating a portfolio site, where I utilized HTML and CSS to plan and construct my own portfolio site. The primary goal was the creation of a web-based platform that effectively displayed my abilities, accomplishments, and experiences to potential employers, customers, and anyone else who might be interested in my work. **(HTML & CSS)**