**SKILLS**

484-321-1521 ◊ navhan@msn.com ◊ 9 Edith Pl., Pittsburgh, PA 15213

# NAVDEEP HANDA

* **Computer Languages:** Proficient in C, SQL, HTML, JavaScript, VBA, and MATLAB

**EDUCATION**

**University of Pittsburgh,** Pittsburgh, PA, Expected Graduation: April 2020

* **Major:** Computer Engineering
* **Cumulative GPA:** 3.65
* **Clubs/Activities:** Students Consulting for Nonprofit Organizations, Model UN, Engineers Without Borders, Society of Women Engineers
* **Relevant Coursework:** Digital Logic, Linear Circuits and Systems 1, Intermediate Programming Using Java,Calculus 3, Physics 2, Differential Equations, Engineering Analysis

**Owen J. Roberts High School,** Pottstown, PA, June 2016

* **Cumulative GPA**: 4.0
* **Clubs/Activities**: Latin Club, Gavel (Newspaper), Spring Play, Orchestra, Choir, Tutor in Latin

**WORK AND PROJECT EXPERIENCE**

**University of Pittsburgh,** Jan. 2017-present

*Teaching Assistant, CHEM 0120*

* Leading a weekly recitation, which consists of working through a worksheet of chemistry problems for the students and answering questions/reviewing pertinent material
* Grading problem sets and quizzes

**SEI Investments,** June 2017-Aug. 2017

*Institutional Solutions Technology Intern*

* Assisted technology team with onboarding of vendor application by creating and testing use cases, communicating with the vendor, and creating help guides for intended users
* Assisted reporting team with reconciliation of custodian financial data and records of these data on SEI applications; manipulated, entered, and sought data through SQL queries and manual entry

**Panera Bread,** Pittsburgh, PA, Sept. 2016-Nov. 2016

*Dining Room Attendant*

* Resolved customer complaints and maintained a clean and stocked dining area for customers by wiping down tables, mopping/sweeping stocking condiments, refilling coffees, etc.

**Giant Food Stores,** Royersford, PA, Aug. 2015-Aug. 2016

*Cashier*

* Interacted with customers to promote positive experience; assisted coworkers when issues arose; handled transactions under $500

**LEADERSHIP AND SERVICE**

**OJRHS Gavel**, Pottstown, PA, Sept. 2012-May 2016

*Co-Chief Editor, 2014-2016*

* Managed a team of 4 editors to release entire issues by leading brainstorming meetings, sending regular communications to writers, writing articles, editing and formatting articles, and printing/distributing final product

**White Eagle Martial Arts**, Harleysville, PA, May 2010-Aug. 2016

*Volunteer Assistant Instructor, 2013-2016*

* Black belt; taught form, technique, and intellectual information about karate forms and techniques to students of lower belt levels

**AWARDS AND DISTINCTIONS**

* **University Scholarship,** $10,000/year
* **Rensselaer Medal** for achievement in math and science, 2015
* **Silver Medal on National Latin Exam**, 2013-2015