

Rudra Parvate

Bedford, MA 01730

rudra@parvate.com

Authorized to work in the US for any employer

Work Experience

Office Intern

Bedford Department of Public Works - Bedford, MA

June 2023 to August 2023

Helped digitize records, move inventory around from various office sites, answered phones and helped people that came in and had questions or concerns

Office Intern

Bedford Department of Public Works - Bedford, MA

June 2022 to August 2022

- Worked in office
- Making copies
- Filing
- Converting physical files and sources onto shared file server
- Moving/transporting boxes of various objects
- Completely Digitized massive Paper storage

Volunteer

Lahey Hospital & Medical Center - Burlington, MA

June 2021 to August 2022

- Worked in front lobby majority of time
- Helped transport patients
- Moved objects through various floors
- Delivered items to patients
- Delivered items/instruments to doctors and nurses

Office Intern

Bedford Department of Public Works - Bedford, MA

June 2021 to August 2021

- Worked in office
- Making copies
- Filing
- Converting physical files and sources onto shared file server
- Moving/transporting boxes of various objects

BSA Counselor

Bedford Summer Adventures - Bedford, MA

June 2020 to August 2020

- Provided assistance to camp counselors and administrative leadership by supervising campers at all times to ensure safety and enjoyment.
- Assisted to set up and tear down activities, guiding campers to and from classes, and reinforcing camp and program rules and regulations.
- Reinforced all camp guidelines to keep safety among all campers (COVID-19 restrictions included)

Basketball Referee

Sports Official - Bedford, MA
November 2019 to March 2020

for the Bedford Recreation Department

Counselors and Crew

CIT - Bedford, MA
August 2019 to September 2019

Bedford, MA

August 2019 to September 2019

Able to move things, such as August 2019 - September 2019 boxes or other various objects.

3 Week Training, held at Bedford High School. Working alongside Able to operate register for Counselors and Crew, with moving objects and set up, to helping check in extended time. children into the camp.

Able to do what would be needed.

Sports Official

Bedford Recreation Department - Bedford, MA
May 2019 to August 2019

Baseball umpire working for the Bedford Recreation Department

Education

Bachelor's degree in Computer Science

Northeastern University - Boston, MA
September 2023 to Present

High school diploma in Computer Science, Chemistry, Physics, Biology, Calculus

Bedford High School - Bedford, MA
September 2019 to June 2023

Skills

- Google Suite
- Quick Technology Learner
- Apple Keynote
- Apple Numbers
- Apple Pages

- Google Docs
- Mac OS
- iOS
- Microsoft Powerpoint
- Search Engine Optimization (SEO)
- Photography
- Google Analytics
- WordPress
- Video Editing
- Social Media Management
- Digital Marketing
- User Interface (UI)
- Microsoft Office
- Google Docs
- Google Suite
- Digitization
- Data entry
- Time management
- Computer science
- Hospital experience
- Video editing
- Social media management
- Mac OS
- Photography
- iOS
- UI
- Apple Keynote
- Geometry
- Algebra
- Calculus

Additional Information

Relay for Life - Helped set up and organize with large and small groups to raise money for cancer patients

Tenacity challenge - Helped organize event as a part of tenacity challenge in school to encourage interactions between people from a diverse backgrounds.