HIMANI PATEL

SKILLS

JavaScript, HTML & CSS, Bootstrap, Visual Studio, Android Studio, Eclipse, Brackets, Visual Studio Code, FileZilla, GitHub, Microsoft Word, Excel, & PowerPoint.

EXPERIENCE

Office Assistant-Admissions| Raritan Valley Community College | Feb 2020-Jun 2020

Responding to inquiries. Managing events: Open house, information session. Conducting campus tours. Data entry in Excel. Assisting recruiters in organizing marketing materials. Maintaining front office area.

Merchandise Associate | Home Sense | Oct 2019-Feb 2020

Ensures the quick and efficient flow of goods. Supports and embodies a positive store culture thorough honesty, integrity and respect. Accurately rings costumer's purchase/returns.

Shift Manger | McDonald's | Oct 2015-Jun 2017

Authorize various transactions. Cash drawer reconciliations and deposit cash to the bank. Operated drive thru.

EDUCATION

B.S.in Information Technology (Cybersecurity) | present | Kean University

Transferred student.

Associate of Science in Interface Design and Web Development | June 2020 | Raritan Valley Community College

Graduated with 3.5 GPA. Qualified with the Dean's list.

OBJECTIVE

I am seeking to work for any I.T company for future opportunity. To be part of the company that indicates professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills. One of the most important skills that I want to build from any company is problem solving and teamwork skills.

Patehimani404@gmail.com

(973) 641-5758

Hobbies
Drawing, Traveling

Languages
Hindi, Gujarati, English

PERSONAL SKILLS

Excellent written and verbal communication skills. Highly organized and efficient ability to work independently or as part of team proven leadership skills and ability to motivate. Ability to produce best result in pressure situation. Eager to learn new things. Ability to learn from mistake.