

Parth Patel

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EDUCATION

Northern Arizona University, Flagstaff, Arizona

(Jan. 2015 – Present)

Expected Graduation – May 2017

Bachelors in Computer Science

Minor in Math

Mesa Community College, Mesa, Arizona

(Aug. 2013 – May 2017)

Associates in Science

RELEVANT SKILLS

Programming Experience

C/C++ Python Java HTML/PHP/JS/XML Databases(SQL) Microsoft office

Bilingual

Gujarati Hindi

EMPLOYMENT EXPERIENCE

Peer Mentor with Transfer & Commuter Connections

(Aug 2015 – Present)

Northern Arizona University

- Met with 20 commuter freshman through the Freshman Outreach Program to connect them with university programs and resources
- Met with 15+ transfer students transitioning to Northern Arizona University and Flagstaff through monthly to bi-monthly meetings
- Provide basic advisement for transfer students, knowledge of progression plans and transfer credit reports
- Maintain confidential student files and databases using Salesforce, PeopleSoft and additional software
- Maintain knowledge of and connect mentees with university departments and resources, ie. Financial Aid, housing sources, Student Life, course enrollment, etc.
- Manage communications in office and with mentees through various tools
- Create, manage, promote, and facilitate various social and academic activities for 5 – 50 transfer students
- Represent and promote NAU and the Transfer & Commuter Connections through Transfer Visit Day's, Daily Campus Visits, Discover NAU's and presentations at various other functions
- Participated in interviewing and selection of new mentoring and professional staff
- Completed a 1-credit hour College Reading and Learning Association training course in addition to 16+ training hours prior to starting position
- Completed training on Family Education Rights and Privacy Act, Workplace Harassment, Loss Prevention, Info Security and SafeZone, Customer Service Front Desk Training, Van Trained and Certified

Quality Inn Hotel – Front Desk Manager

(July 2013 – Dec. 2014)

Tempe, Arizona

- Training new hired staff to use Hotel software
- Provide Constance customer service to the guests
- Handling Wi-Fi issues as well as rebooting systems
- Basic understanding of Information Technology Infrastructure Technology – focusing on aligning IT services with the needs of business
- Working knowledge of Help Desk software to track and manage incidents
- Supported networks in the Microsoft and Windows environment
- Continuously contribute to the knowledge and solutions base with problem solving skills in order to reduce problem-solving time