

# RHEA ARORA

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## EDUCATION **University of Washington, Seattle, WA**

Sept 2012 – Present

Bachelors of Science in Informatics – Human Computer Interaction (HCI)

Bachelors of Arts in Psychology

Anticipated Graduation: June, 2016

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## EXPERIENCE **IndoRama, Intern**

June 2010 – Sept 2010

- Worked as an employee in the Human Resources department
- Wrote up a recruitment policy for recruiting new employees
- Translated videos from English to Thai on employee training work

## **University of Washington, Undergraduate Research Assistant**

May 2013 – Jan 2014

- Research assistant for the Occupational Inequality in the Workplace project
- Data entry in Microsoft Excel and organized data from Jobs Database

## **University of Washington -Housing and Food Services, Desk Host**

April 2014 – Dec 2014

- Assisted customers and residents by checking them into rooms, issuing keys and meal cards.
- Recorded information about guest or key card and file guest cards
- Completed check-in and check-out transacting in housing assignment computer system
- Processed and delivered mail and packages for residents, staff and guests

## **University of Washington -IT , Catalyst Web Tools and Canvas Consultant**

Jan 2015 – Present

- Student assistant staff consultant providing front-line support via email and phone.
- One-on-one consulting with UW instructors, and students regarding Catalyst and Canvas tools.
- Built experience with software testing
- Collaborate with professional staff and developers in the department to further improve services

## **CONNEX Solutions, Data Analyst Intern**

Jan 2015 – Present

- Work in teams to design a solution for migrating data from an old database to a new database
  - Use ConnX software –DataSync to access and migrate data
  - Gain experience in the processing of extracting data from source systems and bringing it into the data warehouse
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## SKILLS

**Languages:** HTML, CSS, Javascript, SQL, XML, JSON, PHP, Ajax and Java

**System & Software:** Mac OS, Windows, Microsoft Office - Word, Excel, Outlook, PowerPoint, SharePoint, OneNote, Publisher and Access, MS Project, MS Visio, Axure RP and Github

**Linguistics:** Fluent in Thai, Hindi and English

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## LEADERSHIP **Operation Smile, Founder/Co-Leader** at The New International School of Thailand (NIST)

**Elephant Nature Park Foundation, Founder/Co-Leader** at The New International School of Thailand (NIST)