

## **Ruben Raj Gurung**

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### **OBJECTIVE**

Motivated and accountable Operations Management & Information Systems Major seeking a job where I can apply my strong communication skills, personable attitude and result oriented mindset to make a valuable contribution. Possess proven leadership that excels working in team or independently and has built excellent relationships with clients, coworkers, and management. I strongly believe my part time work experiences and my diverse background will provide solid support to your organization.

### **EDUCATION**

**Northern Illinois University**, DeKalb, Illinois

Bachelor of Science in Operations Management & Information Systems (Graduation: Spring 2019)

Minor in Marketing and Mathematics

GPA: 3.2

### **EMPLOYMENT HISTORY**

Manager, **Thirsty Discount Liquors**, DeKalb IL, 60115 Aug 2016 – Present

- Manage store shelves stocking level, kept product inventory and advise owner when to reorder.
- Opened and close the store, balance the cash register and deposit the daily sales transaction to the owner.
- Train new employee on day to day operations of business while promoting sales.

Deli Clerk, **Inboden's Meat Market**, DeKalb, IL May 2015 – May 2016

- Quickly learnt about the meat products so was moved to front line to assist customers on the meat selection.
- Assisted customers in a friendly and courteous manner, always providing excellent customer service.

Circulation worker, **Northern Star**, Northern Illinois University Aug 2014 - May 2015

- Drove the school vehicle to deliver newspaper around college campus.
- Showed promptly at work to ensure timely delivery of the newspaper.

Crew member, **Chipotle**, St. Charles, IL May 2014 – Dec 2014

- Worked in fast paced environment delivering customer food on time.
- During rush hour helped in the kitchen, at the front line and cash register as needed.

### **ACTIVITIES & SKILLS**

- Vice President, Sigma Alpha Mu Fraternity, Gamma Lambda (January 2017 – December 2017)

- Candidate Educator, Sigma Alpha Mu Fraternity, Gamma Lambda (August 2016 – December 2016)
- Board of Elections, NIU Students Association (August 2016 – December 2016)
- Volunteer, the Voice of Children, Kathmandu Nepal (January 2012 – August 2012)
- Member of Free Mason, Genoa Lodge
- Fluent in English, Nepali and Hindi
- Experience in Microsoft Word, Excel and Power point.
- Participated in College Intramurals soccer.

\*\*\*\*\* References available on request. \*\*\*\*\*