

Tanvi Shroff

Matawan, NJ

-Email me on Indeed: <http://www.indeed.com/r/Tanvi-Shroff/13ff3b906a71d926>

Work Experience

Physical Therapy Aide

Tri-Pro Physical Therapy - Edison, NJ

July 2020 to May 2022

- Guided 15 to 20 patients, daily, through their course of treatment, from setting up to completing their exercises and scheduling follow up appointments
- Carried out administrative duties, such as placing supply orders, taking calls, and coordinating with insurance companies to complete payments
- Utilized and managed internal databases to extract relevant information to provide the best medical care

Sale's Associate

Victoria's Secret - Freehold, NJ

November 2019 to September 2020

- Manned and walked the sales floor, proactively and reactively assisting customers with questions, concerns, and item purchases
- Maintained accurate and attractive merchandise displays, ensuring strategic placement of products to maximize purchases
- Created a welcoming environment that invites customers to have a pleasant experience

Capstone Project

The Overall Effects of Laundry WasteWater on Lentic Water Quality Index (WQI)

September 2019 to June 2020

- Utilized knowledge of laboratory proceeds to accomplish field research
- Maintain records of laboratory work and data by ensuring by ensuring 99% level of accuracy
- Manipulated data in Microsoft PowerPoint and Excel to present findings

Self-Employed

Freelance Tutor - Old Bridge, NJ

September 2016 to June 2018

- Tutored students (elementary to middle school) in math and English
- Provided quizzes to pinpoint students' improvements and progress while encouraging them to continue their learning path.
- Effectively communicated with both parents and students to establish an inclusive and encouraging learning setting by adapting to parental needs.

Education

BS in Exercise Science

Rutgers University, Rutgers School of Arts and Sciences - New Brunswick, NJ

June 2022

Skills

- Technical: Project Management Professional Certified, CPR Certified, Advance in Microsoft Office
- Languages: Fluent in speaking English, Gujarati, and Hindi; Basic in speaking and comprehending Spanish
- Administrative experience
- Research laboratory experience
- Microsoft Powerpoint
- CPR
- Databases
- Laboratory experience
- Research
- Sales
- Tutoring
- Microsoft Excel
- English

Links

[linkedin.com/in/tanvi-shroff-b3a626227](https://www.linkedin.com/in/tanvi-shroff-b3a626227)

Certifications and Licenses

PMP

CPR Certification