

Shumyia Akther

Center Line, MI

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OBJECTIVE:

A highly motivated student in Technology Information System & Analytics and Accounting, seeking a full-time or part-time internship to apply problem-solving, advanced analytics, accounting principles, technical skills and gain practical experience. Aiming to contribute effectively to the organization's success, while advancing my professional development.

EDUCATION:

Wayne State University, Mike Ilitch School of Business

Detroit, MI

Bachelor of Science in Business Administration

Expected Graduation: May 2028

Major 1: Technology Information Systems & Analytics

Major 2: Accounting

EXPERIENCE:

PHINIA

Auburn Hills, MI

IT Project Manager Intern

February 2025 – Present

- Support project planning, execution, and closure to meet timelines, budgets, and quality standards.
- Assist in stakeholder communication, providing updates and addressing queries.
- Collaborate with cross-functional teams to coordinate project activities.
- Maintain project schedules and track milestones for timely progression.
- Prepare project documentation, meeting notes, and progress reports.
- Identify project risks and contribute to mitigation planning.
- Apply project management best practices to support process improvements.
- Gain experience in Agile methodologies, including Scrum and Kanban, to enhance team collaboration.

Universal Logistics Holdings, Inc.

Detroit, MI

Lead Warehouse Clerk

November 2024 – Present

Warehouse Clerk

August 2024 – November 2024

- Manage inventory and maintained accurate records of stock levels through Warehouse Management Systems.
- Coordinate with the shipping department to prepare orders for dispatch for different OEMs.
- Conduct regular inventory audits to identify and resolve discrepancies with shipments and receiving.
- Regularly working with MS Excel and different OEM's databases.
- Utilize GM MGO WebEDI to create shipping paperwork for outbound drivers and inbound drivers and entering it into management systems.
- Collaborate with other departments to ensure timely material availability.
- Communicate any delays, shortages, or quality issues to supervisors.
- Work with team members to optimize workflow and meet operational goals.

Hamtramck General Medical Practice

Hamtramck, MI

Medical EMR Scribe, Medical Biller, and Medical Receptionist

January 2024 – August 2024

- Assisted physician with EMR applications, Practice Fusion, by entering charts, documentation, med administration, power plans, and physician notes. Produced reports, schedules, and generated correspondences and forms as directed.
- Utilized billing software Ally Financial, assigned ICD-10 to physician diagnosis and insured correct level of service.
- Collaborated with Ally Financial and major insurance companies and patients to get claims processed and paid.
- Review patient bills and payments from major insurance companies and contact if any discrepancies in payments.
- Collected all personal, medical, and insurance information to provide accurate verification of benefits.
- Assisted Office Manager in hiring and training new staffs.

RELEVANT PROJECTS:

Center Line Public Library

Center Line, MI

Library Volunteer

July 2022 – January 2024

- Assisted with organizing books, helping patrons, supporting staff, maintaining records, participating in events, and working independently and collaboratively to achieve library goals.

SKILLS:

- Excellent Communication, Customer Service, Problem Solving, Critical Thinking, Team Player, Fast Efficient Learner, Bilingual.
- Microsoft O365 Suites: OneDrive, Word, Excel, PowerPoint, Teams, PowerBI, OneNote, Project, SharePoint, CoPilot.
- Operating Systems- Windows, MacOS, Linux, Android, iOS.