

# SARAH A. QURESHI

(713) 417-5896 quresarah@gmail.com  
<https://www.linkedin.com/in/sarah-qureshi-676294195>

## CAREER OBJECTIVE

Seeking a position in Deloitte's internship program for the summer of 2020 to foster business relationships with professionals and acquire the critical skills needed to succeed in the global market.

## SUMMARY OF QUALIFICATIONS

- Effective communicator
- Strong analytical abilities
- Robust leadership skills

## EDUCATION

The University of Texas at San Antonio

**Bachelor of Business Administration**

Expected Graduation: May 2023

- Concentration: Information Systems
  - Cumulative GPA: 3.69

### Relevant Coursework

- Business Academic Inquiry and Scholarship  
(Fall 2019)
- Excel for Business Information Systems  
(Spring 2020)
- Algebra for Scientist and Engineers  
(Fall 2019)
- Precalculus  
(Spring 2020)

## EXPERIENCE

**Office Assistant/ Educator – Ready Steady Go Academy**, Sugar Land, Texas

June 2019 – August 2019

- Collaborated with staff to ensure safety by following guidelines provided by state and took initiative of frequent quality checks of procedures in place
- Managed schedules and daily lesson plans for students
- Received phone calls from clients

**Office Assistant – Arthur Lawrence LLC.**, Pearland, Texas

December 2014

- Collaborated in research project wherein called number of companies to gather basic information about prospective IT consulting needs
- Expedited process of sending investors' dividend checks with direct deposit
- Conducted tasks such as photocopying, filing and collating paper work, as well as word processing
- Organized accounts payable records according to 1099 vendor list

## ACTIVITIES

- Science National Honor Society President August 2018 – May 2019
- Spanish Club Secretary August 2018 – May 2019
- Youth Police Advisory Council August 2018 – May 2019
- Advocate for Healthy Living Matters bill at Texas State Capital March 2018
- Hurricane Harvey Relief at Houston Police Officers Union August 2017
- Organization of donations at Helping Hand for Relief and Development June 2016

## HONORS

- Houston Police Officer Union Scholarship Recipient April 2019
- Student Body Senior Representative August 2018 – 2019
- Academic Excellence Award December 2017 – 2019

## ADDITIONAL SKILLS

- Detail oriented with a structured approach to problem-solving
- Strong team player
- Bilingual