

# SHAZIA GUPTA

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## EDUCATION

**The University of Texas at Austin**, Austin, TX  
BSA in Biology with a Minor in Business

August 2016 - May 2020

**Saratoga High School**, Saratoga, CA  
August 2012 – June 2016

Graduated June 2016

## EXPERIENCE

**Northwest Group Inc.**, Portland, OR

07/2016 – Present

*Field Support Intern*

- Helped design new business cards for the business using Illustrator and Photoshop
- Attend site visits in Concord, CA, and multiple locations in Oregon taking photos and notes
- Communicate with suppliers and managers of restaurants to increase efficiency and improve time management

**Kumon Educational Co.**, Saratoga, CA

06/2015 - 09/2015

*Mentor*

- Worked with children from 3<sup>rd</sup> to 6<sup>th</sup> grade on math and reading skills
- Corrected classwork and homework twice a week

## RESEARCH

**Good Samaritan Hospital**

06/2017 – 08/2017

Working with a burn victim specialist as a shadow and volunteer to gain more experience in the field of dermatology.

## ACTIVITIES & LEADERSHIP

**Indian Cultural Association**, University of Texas at Austin

04/2017- 05/2020

*Administrative Director*

- Organize and calendar all events and meetings for the organization, oversee financial responsibilities, communicate with other campus organizations and businesses
- Help plan Jhalak, a national annual dance competition which raises money for a nonprofit organization

*Jhalak 2019 Director*

- Ran a national Bollywood fusion dance competition held on campus for collegiate dance teams across the country
- Oversaw financial, administrative, logistical and hospitality aspects of competition
- Secured Jhalak's status as a bid for two national championship competitions

**Texas THON**, University of Texas at Austin

09/2018- 05/2020

*Miracle Maker*

- Worked with hundreds of other students on campus to raise money for children with cancer, ending the campaign with a Dance Marathon

**Girl Effect Organization**, Saratoga High School

08/2014- 06/2016

*Co-President*

- Founded an on-campus club to raise awareness and money for underprivileged girls in third world countries to receive an education

## SKILLS

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- Languages: Fluent in English and Spanish, and can understand Hindi and Punjabi
- Proficient with Microsoft Word, PowerPoint and familiar with Excel
- Proficient with Google Calendar
- Proficient with R Studio
- Digital photography and editing