**SHAZIA GUPTA**

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**EDUCATION**

**The University of Texas at Austin**, Austin, TX

August 2016 - May 2020

BSA in Biology with a Minor in Business

**Saratoga High School**, Saratoga, CA Graduated June 2016

August 2012 – 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 3rd to 6th 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**

* Languages:Fluent inEnglish 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