

# Smita Tejo

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## OBJECTIVE

Obtain a full time position in the field of supply chain, logistics, or related industrial engineering field.

## EDUCATION

### GEORGIA INSTITUTE OF TECHNOLOGY

Atlanta, GA

#### Bachelor of Science in Industrial and Systems Engineering

2014-Present

- Concentration: Supply Chain Engineering
- Anticipated Date of Graduation: May 2018
- GPA: 3.3 | 110 Credit Hours | Dean's List | IISE Six Sigma Green Belt
- Relevant Coursework: Manufacturing & Warehousing, Supply Chain Modeling: Logistics, Engineering Optimization, Stochastic Manufacturing & Service Systems, Basic Statistical Methods

## EXPERIENCE

### UPS, INC.

Atlanta, GA

Engineering Intern

May 2017-Aug 2017

- Work Measurement Group Intern for Summer 2017
- Trained in Master Standard Data techniques

### G&K SERVICES, INC.

Atlanta, GA

Industrial Engineering Intern

May 2016-Aug 2016

- Conducted time and motion studies on seven processes at company's largest distribution center which services the Southeastern region (22,000 pieces shipped a day)
- Created new standards (up to 50% improvement) for individual employee hourly production by station
- Reported directly to Plant Manager, Director of Distribution, and Vice President of Operations on proposed changes and improvements
- Redesigned distribution center floor layout for implementation to optimize work flow and increase productivity

### SABINSA CORPORATION

East Windsor, NJ

Summer Intern

June 2015-Aug 2015

- Created Pennsylvania Limited Liability Company (LLC) and communicated with Pennsylvania Bureau of Corporations and Charitable Organizations
- Organized 6 months of company sales data to find most popular products among customers

### CHESTERFIELD EMERGENCY SQUAD

Chesterfield, NJ

Junior Member (Volunteer)

Sept 2013-June 2014

- Certified as a NJ Emergency Medical Technician-B
- Certified in Basic First Aid and Cardiopulmonary Resuscitation (CPR)
- Completed 120 hours of emergency medical training

Sept 2013

Jan 2013

## LEADERSHIP and ACTIVITIES

### GEORGIA TECH COLLEGE OF COMPUTING

Aug 2016-Present

Undergraduate Teaching Assistant

Head TA (Summer 2017)

- Responsible for creating seven homework assignments and seven quizzes for Summer 2017
- Teach students Python and SQL for CS2316 (Data Manipulation for Science and Industry)
- Conduct weekly open office hours (3 hours) to all students and teach recitation (1.5 hours)

### WILLIAM M. KECK VIRTUAL FACTORY LAB

Aug 2017-Dec 2017

Research Assistant

- Researching under Professor Leon McGinnis in Fall 2017
- Expected to perform MATLAB simulations

### GEORGIA TECH UNDERGRADUATE CONSULTING CLUB (GTUCC)

May 2016-Oct 2016

Director of Marketing

- Doubled number of applications (90 applications) for new member recruitment to include higher diversity of applicants
- Identify and communicate with potential clients for club's pro-bono external consulting division

## PROGRAMMING

**Advanced**  
Python  
SQL (MySQL and sqlite3)

**Intermediate/Learning**  
HTML, CSS (Bootstrap)  
JavaScript, MATLAB

**Exposed To:**  
Java, C, Linux  
MongoDB