

Chandni J. Raman



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Education

University of Oklahoma

Bachelor of Management Information Systems, Expected Graduation Date: December 2018

Major GPA: 3.4

Courses Included:

- Python for Non-Majors
- Java Programming
- Intro to Programming
- Web Development and E-commerce
- Database Management
- Business Data Analytics

Francis Tuttle Technology Center, Oklahoma City, OK

Associates Degree in Marketing, Graduated: May 2014

GPA: 3.5

Graduated two-year degree program within a year during junior year of high school



Qualifications

- Fluent in speaking Gujarati
- Experienced with Windows & Apple products
- Knowledgeable in Microsoft Suite
- Proficient in HTML, CSS, JavaScript, Angular, Java, Python, .NET, SQL
- Proficient in Social Media Marketing



Experience

Administrative Office Assistant, August 2017 – Present

University of Oklahoma, Norman, OK

Writing Center

Execute broad range of detailed receptionist responsibilities including greeting guests, responding to e-mails, checking in guests and scheduling appointments, show eagerness to learn by asking question, set up workstation in various locations. Use problem-solving skills to resolve conflicts between consultants and writers, troubleshoot technical difficulties with devices such as iPads, and computers.

Crew Member, May 2012 – August 2016

Braum's, Edmond, OK

Greeted customers by welcoming them with a smile, designated by manager to train new workers, demonstrated leadership by explaining and demonstrating tasks, packed groceries in a quick and timely manner, managed inventory by counting items using quantitative skills, demonstrated reliability by working overtime when requested by

Store Associate, February – June 2015

TJ Maxx, Edmond, OK

Increased sales by persuading customers to sign up for the store's rewards program, handled monetary cash transactions while engaging in a conversation with customers, stocked and organized shelves in a neat and organized manner, **received recognition for gaining the most sales of the week**, observed customers to prevent theft in a subtle and friendly manner.



Extra-Curricular Activities

Union Programming Board (UPB), Member, May 2015- present

University of Oklahoma Plan events through brainstorming and communicating with other members, set up and tear down for events in a timely manner, plan promotions schedule with other members using collaboration and coordinating skills, promote organization and events by communicating with other students. Participate in Big Event