

# Chandni J. Raman



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## Education

### University of Oklahoma

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

Major GPA: 3.0

#### Courses Included:

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

### Francis Tuttle Technology Center, Oklahoma City, OK

Associates Degree in Marketing, Graduated: May 2014

GPA: 3.5/4.0

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 SQL, Java, HTML, Python, .NET
- Proficient in Data Analytics
- Proficient in Social Media Marketing



## Experience

### Administrative Office Assistant Manager, Aug. 2017 – Present

#### University of Oklahoma, Norman, OK

Writing Center

Greet guests in friendly manner, check in customers and schedule appointments using data entry skills, 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, demonstrated leadership by training new workers, 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 supervisors.

### 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.