Suhas Reddy B R

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EDUCATION

Northeastern University, Boston, MA   Sept. 2024 – Expected May 2026
Master of Science in Information Systems

REVA University, Bangalore, India   Aug. 2019 – Aug 2023
Bachelor of Technology in Computer Science & Engineering, CGPA: 3.6

SKILLS

Organizational Skills: Skilled at planning and coordinating events while juggling multiple responsibilities.
Communication: Built strong interpersonal skills through mentoring, teamwork, and event planning.
Customer Service: Experienced in helping students and resolving issues with a positive and friendly attitude.
Technical Proficiency: Comfortable using tools like Microsoft Office, Google Workspace, and basic library systems.

EXPERIENCE

Student Volunteer   Oct. 2022 – March 2023
REVA University, Bangalore, India

- Bridged the gap between students and faculty by communicating academic and administrative needs effectively.
- Assisted in organizing university-level cultural and technical events, ensuring smooth operations and high participant satisfaction.
- Supported first-year students by offering guidance, building a sense of community, and helping them adapt to university life with ease.

Event Coordinator   Jan. 2022 – May 2022
REVA University Cultural Committee, Bangalore, India

- Took the lead in organizing flagship events like REVOTHSAVA and a variety of cultural and academic workshops, ensuring a memorable experience for participants.
- Worked closely with a team of 10+ members to handle budgets, coordinate with vendors, and oversee event logistics seamlessly.
- Enhanced event visibility and engagement, achieving a 30% boost in participation through creative and targeted marketing efforts.

Library Assistant   Jan. 2021 – May 2021
REVA University Central Library, Bangalore, India

- Supported library staff in cataloging books, maintaining records, and assisting students in finding resources.
- Provided excellent customer service by addressing queries and troubleshooting basic technical issues with library systems.
- Enhanced the efficiency of book lending processes by implementing a new organizational system.

AVAILIBILITY

Flexible to work up to 20 hours per week. Available during mornings, evenings, and weekends as needed.