

OBJECTIVE

Motivated and organized student with strong communication skills and proven ability to meet deadlines, manage projects, and work in a team.

WORK EXPERIENCE

Marketing Manager Intern

March 2021 - December 2023

STEM-E Youth Career Development Program

- Managed daily team communications and supported 10+ interns using Google Suite and Microsoft Office.
- Responded to emails and led team meetings, stimulating front-of-house coordination and team collaboration.
- Published content and updates across communication platforms, demonstrating attention to public-facing presentation.
- Maintained digital records and organized resources, building experience in data entry and file management.
- Delivered timely responses to emails and scheduled team meetings, mirroring customer interaction and time management.

Math Tutor

Tutorbridge, Private Tutor

July 2022 - August 2023 + Summer 2025-Present

- Tutored middle school and high school students in one-on-one sessions.
- Maintained records of progress and created lesson plans, demonstrating organizational and administrative skills
- Built positive relationships with students and parents, reflecting strong interpersonal and communication skills

ACTIVITIES & LEADERSHIP

Founder & President

June 2021 - June 2024

Milpitas High Book Club

- Provided consistent administrative support by managing event logistics, coordinating volunteers, and tracking participation.
- Spearheaded monthly meetings and facilitated group discussions
- Managed promotional materials and decor, including flyers, bulletin boards, and displays.
- Managed club operations, created meeting agendas, directed executive board elections, and club communications

Vice President

Jun 2022 - Jun 2023

Milpitas High LEO Club - Leadership, Excellence, Opportunity

- Led bi-weekly meetings of 40+ members
- Planned and executed approximately 10 volunteer service events, increasing member engagement and resulting in hundreds of volunteer hours for the community for all our members.
- Collaborated with club officers to delegate tasks and support smooth day-to-day operations of the organization

Organized multiple charity book drives

- Raised 100+ books + money for a local women's domestic violence shelter
- Raised 600+ books for Books for Africa, an organization that sets up libraries for underprivileged schools in Africa (2023-24)

SKILLS

Technical Skills: Google Suite, MS Office, Java, Python **Languages:** Fluent Hindi and English

EDUCATION

San Jose State University

Bachelor of Science (B.S.) Computer Science

Dec 2027

Milpitas High School

Diploma, 2021 Scholar Athlete Award

June 2024