

Tanish Galhawat

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SUMMARY

Information Technology student with a business minor, skilled in Python, Excel, and digital marketing. Experienced in mentorship, teamwork, and solving real-world challenges.

EXPERIENCE

College of Management Student Ambassador | College of Management, UMass Boston

October 2025 - Present, Boston, MA

- Represented the College of Management at multiple university events, connecting with **incoming and current students**.
- Interact with** and **mentor** prospective and current students.
- Act as a student voice** by providing **feedback to faculty and administration** to help shape improvements in the College.
- Participate in training and ambassador meetings** to stay informed about **College policies and initiatives**.

Department Assistant | UMass Boston – Office of the Vice Chancellor for Student Affairs

June 2025 - Present, Boston, MA

- Served as the first point of contact for the Office of the Vice Chancellor for Student Affairs, assisting **100+ students, staff, and visitors weekly** with inquiries.
- Provided front desk support**, including **managing calls, appointments, and walk-ins**.
- Assisted in scheduling, file management**, and **maintaining organized communication** between departments.
- Contributed to event coordination, meeting preparation**, and **general office operations**.
- Fostered a professional, welcoming environment** while strengthening **multitasking and communication skills**.

Orientation Leader | New Student & Family Programs, University of Massachusetts Boston

January 2025 - October 2025, Boston, MA

- Guided **100+ incoming students** through orientation by offering resources and mentorship for a smooth transition.
- Facilitated group activities and icebreakers to promote student engagement and build a strong campus community.
- Created a welcoming and inclusive environment for over 100+ new students.
- Answered questions about campus life, academics, and university policies to support student success.

Intern | UC Estate Agency

April 2023 - August 2023, Faridabad, Haryana, India

- Analyzed client data and managed **10+ spreadsheets** to enhance operational workflows.
- Designed promotional materials and contributed to **3+ project presentations** for marketing campaigns.
- Conducted market research and compiled financial data to support decision-making.
- Handled **50+ client inquiries** via email, phone, and walk-ins, maintaining a 90%+ satisfaction rate.
- Prepared reports and participated in **weekly strategy meetings** to align with team goals.

Digital Marketing + Python Programming Student | Udemy (Online Learning Platform)

March 2021 - January 2023, Online

- Applied digital marketing strategies** (SEO, email campaigns, social media) to design a simulated campaign achieving **20% engagement growth**.
- Analyzed campaign data** using **Google Analytics** to improve targeting efficiency and ROI.
- Developed Python scripts** to automate workflows and strengthen programming fundamentals.
- Solved 20+ logical challenges** using Python to enhance debugging and algorithmic thinking.

Volunteer | Red Cross Blood Donation Camp

May 2020 - June 2020, Faridabad, Haryana, India

- Welcomed donors and assisted with check-in and registration process.
- Created a calm, comfortable environment by providing guidance and reassurance.
- Entered and verified donor data for **50+ participants**, ensuring **100% accuracy** and confidentiality.
- Supported staff during donation procedures and post-donation care.

EDUCATION

Bachelor of Science in Information Technology | University of Massachusetts Boston

Minor in Business Administration and Management, 3.4, Boston, MA, 2027

Higher Secondary Certificate (CBSE) | Manav Rachna International School

Faridabad, Haryana, India, 2023

- Subjects: Computer Science, Mathematics, English Core

SKILLS

Technical: Python, Google Analytics, Google Ads, Microsoft Excel, Microsoft Word, Canva, Tableau
Soft Skills: Public Speaking, Team Collaboration, Customer Service, Leadership, Problem Solving