

Tia Arcot

tiameghana@yahoo.com

(630) 520-1294

<https://tiameghana.wixsite.com/my-site>

WORK EXPERIENCE

Carnegie Mellon University

Aug. 2021 - Present

Resident Assistant - Welch House

Pittsburgh, PA

- Interact with the residents frequently and help them resolve issues and conflicts.
- Send out weekly emails to residents containing important information.
- Foster a welcoming housing community by decorating the dorm building, hosting floor get-togethers, and leading residents during orientation week.
- Host community events that cover the areas of cultural competence, well-being, and social responsibility.
- Work with the other RAs to maintain a safe, positive housing and university community.

Rakuten Intelligence

Jul. 2021 – Sept. 2021

Financial Services Intern (Remote Position)

San Mateo, CA

- Performed research on market and financial data for sports betting companies and hotel/OTA companies that aided analysts in performing their data analyses.
- Created multiple data tags for over 200 keywords pulled from the SQL Supra server.
- Learned the basics of SQL, analyzed various companies' earnings calls, and learned how client calls work.

Cinemark

May. 2021 – Aug. 2021

Concessionist

Woodridge, IL

- Take orders and payment from customers, make a variety of concession items such as popcorn, drinks, hot dogs, etc., and perform miscellaneous tasks such as restocking and cleaning.

GRUBBRR

Jun. 2020 – Aug. 2020

Content Writer Intern (Remote Position)

Boca Raton, FL

- Wrote 49 blogs about topics covering primarily the restaurant and retail industries, including artificial intelligence, self-ordering/self-service kiosks, technology, business success and growth, business metrics, consumer behavior, workplace safety/diversity, fraud and consumer safety, and more. Each blog was between 500-800 words.
- Blog posts contributed to increasing website traffic by 1446 percent.
- Created eight e-books, three alone and five with a partner, regarding the post-COVID world, tech/sustainability trends in the restaurant industry, restaurant design, upselling, social media marketing, and in-house delivery systems. Wrote all the e-books and helped design two e-books.
- Wrote a competitor analysis whitepaper using research from the research team regarding GRUBBRR's top competitors.
- Wrote a sell sheet for GRUBBRR's kitchen display system, which details the product's information and benefits.

EXTRACURRICULAR ACTIVITIES

CMU American Marketing Association, Consulting Committee

Oct. 2021 – Present

Member

Pittsburgh, PA

- Worked on a team to consult for LegalSifter and ZUZLab.
- For LegalSifter: Helped create a LinkedIn ad campaign by creating social media posts on Canva. Social media posts also have an associated caption for LinkedIn.

- For ZUZLab: Helped create a survey for small businesses in Pittsburgh that will aid ZUZLab in understanding how ZUZ can be implemented in Pittsburgh successfully.
- Engage in weekly meetings with the client to obtain feedback on deliverables and identify next steps.

Alpha Phi Omega, Carnegie Mellon University

Mar. 2021 – Present

Treasurer, Head Rush Chair, and Former Secretary

Pittsburgh, PA

- As treasurer: create and maintain the budget, make payments, file taxes, distribute allocations and distribute reimbursements for events.
- As head rush chair: design a rush calendar, coordinate with brothers about hosting rush events, host information sessions, and table at the volunteer and club fairs.
- As secretary: record chapter and executive meeting minutes, keep track of important information, and send weekly emails that summarize the chapter minutes.
- Participate in and host service and fellowship events.

CMU American Marketing Association, Case Competition Committee

Oct. 2020 – Dec. 2020

Member

Pittsburgh, PA

- Worked in a team to create a consulting report for a case competition, for moving & storage company PODS.
- Specifically researched, developed, and wrote a social media solution. The final report included background research and the proposal for this solution.
- Contributed to other aspects of the report, such as generating ideas, editing, and performing additional research.

Emerging Leaders, Carnegie Mellon University

Jan. 2020 – Mar. 2020

Participant

Pittsburgh, PA

- Learned and developed various leadership skills through teambuilding, collaborative, and individual activities.
- Did a service project with other participants to help the Pittsburgh community. We worked with a dorm to create blankets that were delivered to social services organization Sojourner House, where we volunteered at on certain days.
- Note: ended prematurely due to COVID-19.

Deloitte Undergraduate Case Competition, Carnegie Mellon University

Jan. 2020

Participant

Pittsburgh, PA

- Worked with a team of three others at a local competition over the course of three days to create a recommendation for a given business problem.
- Presented recommendation to Deloitte executives.

Smart Woman Securities, Carnegie Mellon University

Sept. 2019 – Dec. 2019

Member

Pittsburgh, PA

- Completed an investment project with two other members. The goal of the project was to evaluate a company and their stock utilizing various metrics and analyses in order to determine whether to invest in the company. We chose Costco for our company. We used valuation metrics, investment opportunities and threats, competitor analyses, and financial statements in order to create an investment recommendation. The research was organized into a written report.
- Gave a stock pitch based on our report to the CMU Smart Women Securities board.
- Attended multiple lectures from various individuals working for or associated with the finance industry.

EDUCATION

Carnegie Mellon University

Aug. 2019 – May 2023 (Expected)

B.S. in Business Administration and Human-Computer Interaction

Pittsburgh, PA

- GPA: 3.80/4.00
- Relevant Courses: Finance, Operations Management, Introduction to Accounting, Optimization for Business, Principles of Computing, Marketing, Interaction Design Studio 1, Persuasive Design

SKILLS

- **Skills:** Basic proficiency in Google Sheets, Excel, and Python; handling transactions with card and cash; performing inventory counts; managing multiple tasks effectively; accomplishing tasks promptly and efficiently; dedication to developing ideas and projects; strong communication skills; detail-oriented with written work; problem-solving