Nirja Desai

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www.nirjadesai.com

March 5th 2013

Rochester Institute of Technology

Graduate Assistantship

To whom it may concern,

Enclosed is my resume and responses to the questions. I have sincere interest in the graduate assistantship position. It will be an honor to be able to give back to the RIT community through this position.

I graduated from Temple University and was thoroughly involved in student affairs. My participation during my time at Temple ranged from student government, student organizations to resident life. There are numerous skills I acquired that are perfect fit for this graduate assistantship position. Some of the skills and qualities include my ability to work in a team, good work ethics, serve as a role model, and willingness to help.

This opportunity means a great deal to me and I promise to perform my best when I am selected for this position. Thank you for considering me, I look forward to hearing from you.

Sincerely,

Nirja Desai

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**EDUCATION**

ROCHESTER INSTITUTE OF TECHNOLOGY

***Master of Fine Arts, Aug 2012 - June 2014 (expected)***

*Medical Illustration GPA 3.71*

PENNSYLVANIA ACADEMY OF FINE ARTS

***Continued education, Fall 2011***

*Studio Art*

TEMPLE UNIVERSITY, College of Science and Technology, Philadelphia, PA

***Bachelor of Science, Aug 2007 - Dec 2011***

MAJOR: Biology | MINOR: Research Neuroscience

**EXPERIENCE**

**Graduate Assistant**

COLLEGE OF HEALTH SCIENCE AND TECHNOLOGY Sept 2012-Present

Rochester Institute of Technology, Rochester, NY

Assist professor Glen Hintz during his class.

**Quality Inspector**

SHARP CORPERATION (pharmaceutical packaging) Feb 2012-Aug 2012

Allentown, PA Sept 2008-Dec 2011

Inspect the quality of pharmaceutical drug packaged. Conduct thorough inspection of the products. Assist during challenges performed on equipments.

**Computer lab consultant**

TUTTLEMAN COMPUTER LAB

Temple University, Philadelphia, PA

Sept 2008-Dec 2011

Consult students with hardware and software issues. Enforce policy. Position required proficiency in MS Office, Adobe programs, general Mac and Windows OS.

**Research Assistant**

BIOLOGY DEPARTMENT

Temple University, Philadelphia, PA

Fall 2010-Spring 2011

Worked under Dr. Karen Palter. Molecular bio research. Follow SOP. Expression cloning. PCR. Gel electrophoresis. Autoclave. Maintain lab hygiene. Worked with fruit flies.

**Guest Researcher, IT Department**

SMITHSONIAN MUSEUM OF NATURAL HISTORY

Spring Break 2011

Washington DC

Digitized information about different butterfly species for the Encyclopedia of Life. Analyze data; edit old illustrations to make it available for scientists around the world.

**Resident Assistant**

TEMPLE UNIVERSITY RESIDENTIAL LIFE Philadelphia, PA

Fall 2010-Spring 2011

Assess and respond to the needs and questions of 50 residents in the hall of 300 students.   
Create a safe environment in the hall by brainstorming and implementing educational as well as community development programs, and maintaining the appearance of the floor.  Maintained various administrative responsibilities including; front desk related duties, room condition reports, maintenance requests, incident reports, and duty reports. Sustained a leadership role by enforcing and upholding university policies.

**Research Assistant**

BIOLOGY DEPARTMENT

Temple University, Philadelphia, PA

Fall 2009-Spring 2010

Worked under Dr. Richard Waring. Molecular bio research. Follow SOP. Expression cloning. PCR. Gel electrophoresis. Autoclave. Maintain lab hygiene. Worked with E.Coli.

**Summer Research Scholar, Department of Pediatric Pharmacy**

LEHIGH VALLEY HOSPITAL

Summer 2008

Allentown, PA

* Standardized drug doses for pediatric patients. Excel work with interaction involved with pharmacists.

FREELANCE WORK

**Artist**

* Design T-shirts for organizations (Pakistani Students Association, Undergraduate Student National Dental Association, Student National Medical Association, International Student Association)
* Commissioned paintings and digital work

**ACTIVITIES**

*Member, Temple Student Government Representative, Secretary, Treasurer, Student National Medical Association, 2007-2011*

COMPUTER SKILLS

Microsoft Office, Adobe Creative Suite, Autodesk Maya

**How will your personal qualities influence and contribute to the RIT community?**

The RIT community has taught me many things over the past few months that I have spent here as a first year graduate student. From the inspiring professors to fellow supportive students, all have had an influence on my learning experience. Now, it is my turn to give back and work closely within the community. My hard-working tendencies and leadership skills that I accrued before coming to RIT will be of a great asset to the community.

Immigrating to the United States from India at the age of 11 was one of the biggest challenges I have experienced. It was a challenge that has taught me to adapt in any environment. From then on, assimilating to a new neighborhood, a new high school, or a new city for my undergraduate degree was a smooth transition. This quality has also helped me in graduate school, where I have been able to focus on my schoolwork right away without spending time adjusting to my surrounding. Along with adjusting easily, I am also a very compassionate being. Working close in the RIT community, it is very important to make your peers and colleagues feel comfortable. Adjusting to a new environment has also made me a hard worker. I have learned that one does not get what they wish for easily, one must work for it. When I was applying to be a Resident Adviser during my freshmen year of undergrad at Temple University, I had assumed I had locked in the position for myself. Unfortunately that year I was not selected and again the second year I was not selected. For many people this would mean they are not meant to become an RA but for me this meant another chance to acquire more qualities and experience suitable to be a good RA. I worked hard with a positive outlook and was able to become an RA my last year of college. With diligent work ethics and friendly nature I promise to bring a positive outlook to the RIT community that will help create a welcoming environment.

The leadership skills I acquired during the time I was an RA and served on the executive board of Student National Medical Association will be of a great contribution while attending to the RIT community. Yet still as the current students graduate, it is my responsibility to take the mantle and aid in the transition of my younger peers. All of my qualities will be of great asset, as they will influence the RIT community in a positive way.

**How has your prior experiences prepared you for this assistantship opportunity?**

Students at RIT arrive here with a background, each unique to them. Similarly my background is unique and adds to the diversity of RIT. Having spent 4 years at Temple University, one of the most diverse universities in the nation, I have learned a great amount about different cultures and backgrounds. Specifically during the time I served as a Resident Assistant, I had the opportunity to meet with many different types of people. Working with co-RAs, under a Resident Director and handling 50 girls on my floor have all taught me many skills that are specifically applicable to serving this assistantship.

Attending to critical incidents and handling the situation with calm, writing a thorough report, keeping track of administrative work and reporting to regular meetings are few of the many things I was responsible for as an RA. It was an experience that has taught me great time management skills and to prioritize tasks. Managing 50 girls on a floor was not an easy duty. But when the girls at the end of the year hugged me good-bye and said they had an amazing year, I knew I had tried my best and it was worth it. Critical incidents on the floor with residents were at times stressful but those situations are what have prepared me to act promptly and take decisions. This assistantship requires a lot of time and commitment, along with attending to critical situations. I believe my previous experience as an RA has certainly prepared me for the community advocate position.

Along with my Resident Assistant position, I conducted research under Dr. Karen Palter in her molecular biology lab. This research experience was a great way to learn problem solving and required immense critical thinking. Working on problems in a lab helped me during my RA duty days when a situation had to be resolved and my peers were unavailable to help. Resolving roommate conflict was one of the most frequent issues we had to deal with, serving as a mediator and being impartial to either of them. Not only did I have to play a role of my resident’s friends but also lay down the rules when time came about. Following protocol was the foremost important rule of being an RA. To never ever derail from the protocol. This helped me be a better RA and also a better graduate assistant here at RIT. I worked under Glen Hintz by assisting his students during class. I believe all my prior experiences have prepared me well for this position.