**EDUCATION**

George Mason University Honors College, Fairfax, VA

Information Systems and Operations Management Major

**WORK EXPERIENCE**

Onelife Fitness-Brambleton, VA, Kids Club Attendant March 2017-Present

* Oversee 80-100 children per work day, attend to parent satisfaction with care-taking services, advertise paid camps and services to parents, communicate with team-members, customers, and children, perform routine duties such as closing the club

**VOLUNTEER EXPERIENCE**Volunteered at Claude Moore Community Center Preschool, Sterling, VA:

* Volunteered in May 2015 for 30 hours.
* During the summer of 2013 volunteered for 90 hours at the school.
* Helped the instructors set up the classroom and performed various tasks for the instructors
* Worked in multiple classrooms with different age groups (3-10 years).
* Supervised children in the classroom and on class field trips and helped with various activities such as artwork.

**CAMPUS INVOLVEMENT AND EXTRACURRICULAR ACTIVITIES***Future Business Leaders of America-Briar Woods High School*:

Competed in Word Processing Systems in 2016-2017.

*Science National Honor Society-Briar Woods High School*:

Held Secretary position in 2016-2017 and developed lab and experiment plans, instructed students, created flyers to advertise the club and tutoring services, managed the processing of club dues and fees, coordinated with other club leaders.

*National Honor Society-Briar Woods High School*

Inducted as a member in 2015 and completed 40 volunteer hours towards maintaining membership.  
  
  
**SKILLS AND CERTIFICATIONS**  
*Microsoft Office Certification*Received Certification in Microsoft Word, Excel, and PowerPoint through the completion of the Microsoft Office Specialist Certification Tests in 2016 and 2017.

*Languages*

Fluent in English, Proficient in Gujurati and Spanish

*Programming Languages*

Proficient in R, HTML