

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2020***Major: Management Information Systems***

GPA: 3.49

ACTIVITIES & AWARDS:

- Dance Captain of the Temple University Diamond Marching Band, Spring 2018 - present
- Treasurer, Public Relations, Undergraduate Representative, Temple South Asian Student Society, Spring 2017 – present
- Temple University Diamond Marching Band and Pep Band, Fall 2016 – Present
- Girl Scouts, Fall 2004 – Summer 2016
- Volunteer Dance Instructor, Spring 2015

EXPERIENCE:

GOTOCOLLEGEFAIRS, Princeton, NJ

May 2018 – August 2018

Intern

- Called over 1,000 clients to provide additional customer service and assistance with purchasing products online.
- Helped division test company owned websites before launch.
- Aided manager in research to find best provider for sending SMS messages to students.

TEMPLE TELEFUND, Philadelphia, PA

September 2017 – May 2018

Student Caller

- Called approximately 100 alumni/parents/students each shift to fundraise for Temple University schools and scholarships.
- Recognized as top caller for participation and amount of credit cards used to process donations.

NEW JERSEY MOTOR VEHICLE COMMISSION, Trenton, NJ

July 2017 – August 2017

Summer Intern, Management Operation Service

- Aided staff in cataloging mail and auditing clients' information as required.
- Assisted staff with confidential client's information in the database with up to 50 to 70 entries per day.

KOHL'S DEPARTMENT STORE, Yardley, PA

May 2015 – August 2015

Sales Associate, Home and Kids Departments

- Provided customer service in the home and children's department and organized department floors
- Helped Point of Sales associates with the cash register.

DUNKIN DONUTS, Yardley, PA

March 2014 - July 2014

Cashier and Sales Associate

- Provided customer service for chain restaurant including serving donuts, coffee, and preparing hot sandwiches.
- Assisted staff with cash register.

SKILLS & LANGUAGES:

- Computer: Zoho CRM, Microsoft Access, Microsoft Word, Microsoft Excel
- Languages: German, Elementary | Gujarati, Fluent
- CPR Certification, 2013
- Bharatanatyam Certification, 2012