

Personal contact information redacted due to online privacy concerns.

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2018
Majors: Finance & Management Information Systems
GPA: 3.40 | Dean's List, Spring 2015

ACTIVITIES & AWARDS:

President/Member, Sigma Beta Rho Fraternity Incorporated, Fall 2014-Present
Junior Analysts, Temple University Fox Fund, Spring 2016-Present
Member, Temple University Investment Association, Fall 2014-Present
Member, Financial Management Association, Fall 2014-Fall 2015

EXPERIENCE: SIGMA BETA RHO FRATERNITY INC., Philadelphia, PA Fall 2014 - Present
President & Former Treasurer

- Delegate responsibilities to the Executive Board and appointed committees while maintaining active communication with the National Executive Board.
- Responsible for calling weekly meetings, and creating an agenda to present to fellow members.
- Assess weekly/monthly financial reports of the chapter including account balances as well as any upcoming expenses.
- Organize events such as fundraisers, community service, and student awareness with other student organizations on campus.

RELAX INN, West Babylon, NY March 2013 - Present
Hotel Marketing Manager, Marketing

- Maximize hotel's revenues by approximately 30% by developing advertising methods to increase occupancy rate.
- Change online inventory and prices according to other competition in the area.
- Work with other staff members to ensure guest satisfaction is met.
- Report and coordinate with third party websites to verify commission rates.
- Worked with New York State Department of Transportation to file necessary paperwork to advertise on a highway lodging sign.

WATER'S EDGE RESORT AND SPA, Westbrook, CT Summers 2014 - 2015
Front Desk Agent, Guest Services

- Assisted approximately 75+ guests a day at a timeshare with issues and complaints, with a focus on guest satisfaction.
- Created front desk training manual to use Maestro PMS, a guest services system, and trained 5 new employees on content.
- Demonstrated ability to multi-task by managing in-person and telephone guest inquiries, customer service request and reservation bookings.

SKILLS & LANGUAGES:

- Maestro PMS Software, MyPortal Wyndham, Word, Excel, PowerPoint, Netbeans, MYSQL
- Gujarati- Fluent