

# Hursh U. Patel

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2015**

**Major: Human Resource Management,**

Selected Courses:

Intro Human Resource Management

Compensation Management

Legal Environment of Business

Business Society and Ethics

Marketing Management

## ACTIVITIES:

⌚ Member, Net-impact, Fall 2013 – Present

⌚ Member, SHRM, Spring 2014 – Present

EXPERIENCE: Dr. Usha Desai Family Clinic, Philadelphia, PA May 2013 – Current

### **Office Administrator**

⌚ Perform administrative tasks including filing and patient data input.

⌚ Transport and lifting warehouse materials up to 75 lb.

⌚ Scan confidential documents into electronic filing system and categorize for retrieval and review.

Nor1, Santa Clara, CA

September 2010 – August 2012

### **Content Coordinator**

⌚ Promoted to Content Coordinator after three months of employment as an intern.

⌚ Investigated and analyzed bi-weekly account revenue performance to identify and resolve issues.

⌚ Conducted interviews of candidates to provide a cultural fit.

⌚ Editor of worldwide newsletter to Hyatt International and Hilton chains.

MicroCenter, Santa Clara, CA

December 2008 – December 2009

### **Customer Service Representative (Lead)**

⌚ Assisted the Front End Supervisor with product placement.

⌚ Supervised, coached and counseled staff of 15 employees. Conducted training on cash register and in house computers.

⌚ Created customer correspondence by answering phones and communicating with disgruntled customers.

## SKILLS:

⌚ Microsoft Office

⌚ Sugar CRM Solution

⌚ Adobe Photoshop

⌚ Gujarati – Conversational