

**EDUCATION:**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2016******Major: Accounting; Minor: Finance***

GPA: 2.99

*Anticipated Graduate Program: Master of Accountancy Program, August 2016***ACTIVITIES & AWARDS:**

- Intermural Basketball League, Fall 2013- Present
- Scholarship from CSEA Fall 2012 & Spring 2013

**EXPERIENCE:**

PLAYLAND, Rye, NY

May 2013 - Present

**Human Resources Assistant**

- Provide administrative support in the human resources department for an amusement park with an average of 480,000 patrons a summer and roughly 1000 employees.
- Filed applications for prospective employees and different forms such as contact information, payroll, compensation, and benefits.
- Organized and tracked forms and data using Excel spreadsheets.
- Made draft inventory billing statements for the amusement park and five other associated vendors.
- Created an excel spreadsheet to organize the inflow/outflow of inventory such as uniforms and access cards which resulted in a more efficient inventory tracking system.

TEMPLE UNIVERSITY, Philadelphia, PA

January 2013-Present

**Technical Support Monitor, Tyler School of Art**

- Monitored several plotting printers and assisted with issues involving the printers or programs for roughly 300 architecture students.
- Mastered laser cutting material using AutoCAD and Rhino.
- Functioned as an intermediary for students in need of technology such as card readers, tripods, and scanners.

GETTY GAS STATION, Yonkers, NY

**Cashier/Pumper**

May 2012 – August 2012

- Helped service patrons for a gas station.
- Assisted with inventory checks which included tobacco, snacks, lottery, and automobile parts.
- Handled monetary transactions averaging \$800 daily sales.

**SKILLS & LANGUAGES**

- Microsoft Excel, PowerPoint, Word
- Conversational in Malayalam