Keerthana Rachamadugu Keerthana.Rachamadugu@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Management Information Systems | Minor: Computer Science
Business Honors Program | University Honors Program | GPA: 3.80
Dean's List: Fall 2016 - Present
Selected Courses:

Demystifying Technology	Data Science
Macroeconomics	Legal Environment of Business
Human Resources Management	Statistics
Microeconomics	

ACTIVITIES:
Committee Member, Business Honors Student Association, 2017
Member, Temple University Association for Management Information Systems, 2016

AWARDS:
Build-A-Business Project 1st Place, Temple University 2016
Founder, National Qualifier, Bensalem HS DECA 2016
Captain, State Qualifier, Bensalem HS Speech and Debate Team, 2016
Secretary, Bensalem HS National Honor Society, 2016
Most Dependable Employee, Swarna Jewels, 2015

INFORMATION TECHNOLOGY SKILLS:
Data: Tableau, MS Excel
Development: HTML, CSS

EXPERIENCE: SWARNA JEWELS, Bensalem, PA May 2012 - June 2016
Online Coordinator and Sales Representative
- Trained and new employees on ethical responsibilities.
- Developed enhanced methods to capture, edit, and upload jewelry photography through Photoshop.
- Updated and systemized inventory for 1000s of products using Excel for website.
- Coordinated marketing road shows around the nation and increased sales by 15%.

BROOKE GLEN BEHAVIORAL HOSPITAL, Fort Washington, PA August 2015
Intern, Business Administration
- Increased the productivity of database entry and flow by 3 times.
- Assisted human resources, medical records, risk management, and CEO with daily administrative tasks utilizing Excel.
- Reviewed, verified, and organized confidential documents in a timely fashion.

SKILLS & LANGUAGES:
- Certified Microsoft Office Specialist
- French Intermediate
- Telugu Fluent