**Oviya Soundararajan**   community.mis.temple.edu/osoundararajan

149 Magnolia Drive, Chester Springs, Pa oviya.soundararajan@temple.edu

610-203-3905

**EDUCATION**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration**, **Graduation: May 2022**

**Major: Management Information Systems (MIS)**

GPA: 3.94 | Dean’s List, Fall 2018

**ACTIVITIES**

* Member, Association for Information Systems, Fall 2018 - Present
* Member, Temple University Love Your Melon, Fall 2018- Present

**AWARDS:**

* 2018 IBIT LiquidHub Scholarship Recipient

**EXPERIENCE:**

SOUND AMERICAN INVESTMENTS Downingtown, PA December 2017- Present

**Operations Intern**

* Created, managed, and administered the website www.SoundAmerican.co, and an emaildomain for Sound American Investments LLC.
* Leveraged Wordpress for creating and managing content on the website.
* Additionally, assisted with research and analysis of commercial properties posted for sale onLoopNet.com and Crexi.com for potential purchase.

LIEBERMAN EARLEY & CO Wayne, PA June 2018 – August 2018

**Intern**

* Developed reports and analytics utilizing Excel by extracting data from multiple sources including CoStar.com, ArcWeb.ChesCo.org, and TrendMLS.com to assist with deal evaluation based on business criteria provided
* Performed demographic analysis to aid with sight selection for setting up new businesses including restaurants and residential buildings.
* Digitized and organized large volumes of documents into an electronic archive for Lieberman associates to access.

CARMINES PARKSIDE PIZZERIA Chester Springs, PA June 2017- Present

**Cashier & Server**

* Managed phone orders, deliveries, and pickups.
* Greeted customers, took orders, and served at their table.
* Performed end of the night closing duties and cleaning process.

**SKILLS:**

* IT Skills: MS Office (Word, Excel, PowerPoint), Tableau