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

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**EDUCATION**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

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

**Major: Management Information Systems (MIS) | Minor: Digital Marketing**

GPA: 3.95 | Temple Honors Program | Dean’s List: Fall 2018- Present

**ACTIVITIES AND AWARDS:**

* MIS Professional and Academic Achievement Award: Spring 2020
* Associate Analyst, Optimize Consulting: Spring 2020
* Digital Consultant, Institute for Business and Information Technology: Summer 2020
* Tutor, Temple University Resnick Center: Fall 2019 – Present
* 2018 IBIT LiquidHub Scholarship Recipient
* Temple University Academic Scholarship: 2018-2020

**INFORMATION TECHNOLOGY SKILLS:**

Data Visualization: RStudio, Tableau Workbench, Tableau Prep

Database & Data Management: MySQL, MongoDB, Google Analytics

Web Development: CSS, HTML, JavaScript, jQuery, WordPress

**EXPERIENCE:**

FOX SCHOOL OF BUSINESS Philadelphia, PA January 2020 – Present

**Information Technology Teaching Assistant - Data Science**

* Provide additional guidance to students with class material by hosting office hours and exam review sessions in order to assist them with exercises involving Tableau and Excel.
* Communicate student performance with professors and evaluate assignments.

LOCALMEMBER.CO Philadelphia, PA June 2020 – August 2020

**Digital** **Associate**

* Provided assistance to local businesses affected by COVID-19 by digitizing pre-existing in-house processes, identifying process gaps, and building innovative technical solutions to mend them.
* Leveraged WordPress to create, administer, and manage website content.
* Consulted with clients to determine business needs and make adjustments based on feedback and suggestions

LIEBERMAN EARLEY & CO Wayne, PA May 2019 – August 2019

**Intern**

* Developed real estate reports and analytics utilizing Excel Macros by extracting data from multiple sources including CoStar.com, ArcWeb.ChesCo.org, and TrendMLS.com to assist with deal evaluations, given client-provided requirement criteria.
* Performed demographic analyses to aid with sight selection for upcoming businesses, restaurants, and residential projects.
* Created and designed flyers (via Constant Contact), presentations (via Microsoft Sway), and social media posts (via Hootsuite) to digitally market available properties and listings to interested buyers.