

Parmita Patel

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OBJECTIVE

Seeking a position at to apply with my learned skills and future skills to be learned for the betterment of the company

EDUCATION

Temple University, Philadelphia, PA

Bachelors of Business Administration
expected to graduate in 2021

Major: Management information systems

Minor: Computer Science

EMPLOYMENT HISTORY

Morgan Hall South- Philadelphia, PA (January 2018-present)

- Assisting students with lock outs, checking in and checking out of rooms
- Providing students with ordered packages

Kumon Math and Reading Center – Bensalem, PA (2017)

- Tutoring an average of 5 students on various mathematical and reading topics
- Grading and ensuring students maintain academic standard

Northtec LLC, Bristol, PA (Jan 2012-June 2014)

- Handling of various products on an assembly line
- Maintaining company standards by driving effective packaging skills

SKILLS

Languages: Hindi, Gujarati

EXPERIENCES AND LEADERSHIP

AIS Club Member: (Association for Information System)- Temple University

- Enhancements for students to improve technical concepts
- Community service, Social and networking with the professional industries

President of Multicultural Club: (Bensalem, PA)

- Instructing cabinet members to ensure all members are able to participate in activities
- Keeping track of tasks while working closely with members
- Ensuring all club standards and regulations are met

DECA:

- Future business leaders conference and completion
- Acquired a position of top 7 in Districts

Volleyball: (2014-2015)

- Acquired Varsity letter
- Played in Junior Varsity and Varsity competitions

VOLUNTEERING

St. Mary's Hospital: (2015 – present)

- Desk receptionist
- Effectively delivering utensils to nurses

Aria Hospital

- Assisting nurses deliver service to the admitted patients