

# Rinku Patel

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Master of Science, IT Auditing & Cyber-Security, to be awarded June 2015*  
GPA: 3.87

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Accounting, Awarded May 2013*

ACTIVITIES: Member, Ascend Pan-Asian Leaders, 2010 – present  
Member, ISACA, Present  
Participant, Vanguard Explore Program, September 2013  
Volunteer, BAPS Organization, 2007 - present

EXPERIENCE: DUNKIN DONUTS, Philadelphia, PA January 2011- present  
**Cashier**

- Facilitated food orders and managed cash register while responding to customer questions, concerns, and complaints 15 hours per week.
- Developed and maintain customer relationship to ensure repeated business by remembering customer food and drink orders and service preferences.
- Entrusted with the responsibility of working during holiday peak season and promotional sales events by management based on previous customer service performance.

BEAUTY CONSULTANT, Philadelphia, PA October 2007- present  
**Owner**

- Establish budgets, and work within budgetary limits.
- Assess performers' skin-type in order to ensure that make-up will not cause breakouts or skin irritations.
- Analyze patrons' hair and other physical features to determine and recommend beauty treatment or suggest hairstyles.
- Demonstrate and sell hair care products and cosmetics.

EXPRESS SCRIPT, Bensalem, PA April 2007-December 2010  
**Pharmacy Technician**

- Organized medications for pharmacists to dispense by reading medication orders and prescriptions, preparing labels, and calculating quantities.
- Maintained clean equipment and work areas by sterilizing glassware according to prescribed methods.
- Performed inventory by receiving and storing incoming supplies, verifying quantities against invoices, and informing supervising pharmacist of stock needs and shortages.
- Reconciled 1500 prescriptions filled against daily sales report after each shift.

DIAMOND INFOSY, Baroda, Gujarat, India. May 2004- December 2006  
**Accounting Department**

- Provided bookkeeping services for a technology industry specialized in computer training and services, including checking figures, postings, and documents for the

correct entry, mathematical accuracy, and proper codes in internal company accounting software.

- Received, recorded, the bank cash, checks, and vouchers totaling Rs.10,000 per day.
- Reconciled the invoices and reported discrepancies found in the invoices to management.

**SKILLS & LANGUAGES:**

- Hindi and Gujarati, fluency Marathi, basic.
- Microsoft Word, PowerPoint, Excel, Access, SAP