

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: Spring 2020
Major: Management Information Systems
GPA: 3.4
Selected Courses:
Excel for Business Application Enterprise IT Architecture
Data Analytics Data Centric App Development

BUCKS COUNTY COMMUNITY COLLEGE, Newtown, PA
Major: Risk Management and Insurance
GPA: 4.0
Selected Courses:
Insurance and Risk Management, Fall 2016

ACTIVITIES AND AWARDS:

- Member, Association for Information Systems, 2017 – Present
- Recipient, Bucks County Community College President's Honor List, 2016

EXPERIENCE: PENN MEDICAL PHARMACY, Newtown, PA May 2018- Present
Assistant IT Manager

- Increased employee productivity and efficiency by implementing automated program to streamline obtaining drug pricing and information
- Resolve any technical issues employees are experiencing with hardware or software
- Installed and maintained software onto all equipment, ensuring everything is up to date
- Willing to assist pharmacy employees in other tasks such as:
 - Answer and call patients regarding their prescription provided by a health professional
 - Process insurance claims and accept payments made by the customer
 - Maintain patient information along with prescription taken in the system
 - Organize and keep track of inventory, alerting the pharmacist of any drugs needed

ACME, Bensalem, PA August 2016 – September 2016
Stocker

- Stocked merchandise from warehouse onto shelves in a timely and efficient manner ensuring products were in correct locations
- Unloaded merchandise from trucks and organized in warehouse
- Provided customer service, helping customers find items on shelves
- Cleaned and swept store to ensure aisles were safe for customers

NORTHEC LLC, Trevose, PA June 2016 – August 2016
Assembler

- Packaged and completed orders of all sizes in a timely and efficient manner at a project packaging company specializing in cosmetics
- Identified and removed flawed items from assembly line to ensure quality products
- Learned three new lines daily, quickly adapted to specific configurations

SKILLS & LANGUAGES:

- JavaScript, C++, PHP, CSS, MySQL, R, RStudio, HTML, CSS (Beginner)
- Microsoft Excel, PowerPoint, Word (Pearson ED Certified, 2016)
- Fluent in Gujarati