

Anushka S. Malhotra

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EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA
Bachelor of Business Administration Graduation: May 2023
Major: Business | Minor: Management Information Systems |

NORTHEASTERN UNIVERSITY – Boston, MA Sept. 2019 – Dec. 2019
Study Abroad: NUin, American College of Thessaloniki, Greece

EXPERIENCE

ATTORNEY GENERAL’S OFFICE OF MASSACHUSETTS June 2020 – Dec. 2020

Consumer Specialist

- Provided nonlegal aid to victims of unfair and/or deceptive business practices by reaching out to corporate executives under the pretense of Consumer Protection Law 93A.
- Recorded casework for office of 35+ lawyers and legal assistants
- Virtually directed Massachusetts citizens to appropriate divisions of the office to ensure that each citizen received proper services and assistance

ULTA BEAUTY, Philadelphia, PA June 2020 – Dec. 2020

Beauty Advisor

- Advised 50+ customers daily providing suggestions for foundation matching, makeup application and other cosmetic information
- Handled inventory and arranged layout of store to optimize sales and customer experience.
- Coordinated merchandise displays, point-of-sale terminal, cash and credit transactions

MUTTER MUSEUM OF PHILADELPHIA, Philadelphia, PA May 2018 – July 2018

Program Intern

- Curated and rearranged medical and scientific artifacts, edited artifact descriptions to represent a more inclusive and politically correct environment.
- Recorded audio descriptions for the visually-impaired and gave interactive 30-minute presentations to visitors, creating a more personalized and educational experience for all guests

SKILLS

Software: Microsoft Office (inc. Excel), HTML, CSS, Javascript, SQL, NoSQL, Python
Languages: Advanced Hindi and Punjabi; Basic French, German and Greek