

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2022*  
*Major: Management Information Systems*

ACTIVITIES & AWARDS:

Member, International Business Association - October 2018 - present  
Member, Association for Information Systems, October 2018 – present  
Member, Lemon Club, November 2017 - June 2018  
Tutor, YWCA, October 2017 - June 2018  
Secretary, National Honor Society, August 2017 - June 2018  
Member, Future Business Leaders of America, October 2017 - December 2018  
Member, Student Government Association, September 2015 - May 2018  
Student Athlete, Competitive Tennis, August 2014 - October 2018  
Volunteer, Bucks County Library, June 2013 - December 2018

EXPERIENCE: Bursar's Office, Philadelphia, PA September 2018–present

**Employee**

- Scan faxes and TU Pays concerning financial transactions using Xtender application
- Make copies and scan papers to email of financial documents
- Create and file deposit tickets concerning student financial deposits
- Make phone calls to other departments

Kaboom Bumper Cars, Bensalem, PA October 2018 – November 2018

**Employee**

- Operated the cash register and counted total earnings at the end of each shift
- Handled money and financial transactions
- Tended to customers
- Fixed bumper cars using tools

Dunkin' Donuts, Feasterville-Treose, PA January 2018 – August 2018

**Employee**

- Operated the cash register and counted money at the end of shift
- Made the beverages and food
- Cleaned the restaurant area including parking lot, bathrooms, and workspace
- Experience with customer service

Northtec, Feasterville-Treose, PA June 2017 – August 2017

**Assembler**

- Worked at the assembly line to assemble makeup products.
- Packaged boxes in which makeup products were filled

Kumon Math and Reading Center, Bensalem PA January 2015 – September 2015

**Tutor**

- Tutored students in reading and math spanning from first to sixth grade
- Graded papers of the work done at home and at Kumon by the students

SKILLS & LANGUAGES:

- Fluent in Gujarati and Hindi, semi-fluent in French
- Green belt in karate