Hetvi P. Choksey
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EDUCATION
TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA   **Graduation Expected: May 2024**
Bachelor of Business Administration in Supply Chain Management and Management information systems
GPA: 3.83, Temple University Honors Program, Fox School of Business Honors Program
Awards: Laura H. Carnell Global Scholarship all semesters, Dean's List: Spring 2021, Spring 2022, Spring 2023
Six Sigma Lean – Yellow Belt

EXPERIENCE
CLARK ASSOCIATES, Lancaster, PA   June 2023
Global Procurement Analyst Intern
- Support global procurement team at equipment supplier with $2.5B in annual sales in analyzing supply chain metrics
- Develop reports on product pricing, inventory levels and stock locations to inform buyer purchasing decisions
- Conduct market research and analysis on inventory control lines and current products to identify market expansion
- Collaborate with domestic partners and assess international vendors to determine efficiency measures

PITTIE GROUP, Mumbai, India   May 2019 – June 2019
Supply Chain Intern
- Assisted with operations for global supply chain distribution company with approximately $378K in annual revenue
- Coordinated with 30+ vendors daily in tracking fast-moving consumer goods (FMCG) deliveries
- Managed purchase and sales order data entry and invoicing using internal financial system

WORK EXPERIENCE
TEMPLE UNIVERSITY FOX SCHOOL OF BUSINESS, Philadelphia, PA   January 2023 – Present
Peer Teacher, Introduction to Risk Management and Insurance
- Assisted Professor with managing required introductory Risk Management course serving 300 students per semester
- Conducted weekly office hours and provided 1:1 assistance to students regarding course assignments, and projects.
- Collaborated with 3 other peer teachers to ensure consistency in grading and constructive feedback on submissions
- Supported curriculum development including review of assignments, exams, and development of study guides

TEMPLE UNIVERISTY, Philadelphia, PA   August 2021 – August 2022
Tech Consultant, Information Technology Department
- Supported deployment of 500+ computers from unboxing to assembly for campus technology center
- Assisted students daily with troubleshooting concerns and addressing questions with MS Office and Adobe Suite
- Triaged printer issues and collaborated with IT team to service 40+ machines for wireless and poster printing

Chair Of Guest Accommodation , Office of Leadership Development   August 2021 – December 2021
- Spearheaded student engagement activities for institutional office devoted to leadership training and development
- Collaborated with 3 students to plan L.O.V.E Conference providing student resources on navigating hardship
- Coordinated with Chair of Digital Experience to enhance hybrid conference experience using Socio application
- Assisted with vendor outreach and facilities requests to employ ADA appropriate accommodations

Owl Team Leader, Office of New Student and Family Programs   March 2021 – December 2021
- Organized and facilitated orientation sessions for incoming first-year students at urban institution with 40K students
- Collaborated with 15+ team members to engage students in team-building exercises highlighting campus resources.
- Developed programs to increase student engagement and assist with the transition to post-secondary education

KASHMIRA DIAGNOSTICS CENTER, Mumbai, India   Seasonal, March 2019 – October 2020
Assistant, Human Resources Department
- Assisted Manager with daily operations and client communication for local medical clinic serving 70+ patients daily
- Communicated with 3rd party medical providers regarding testing supplies and materials
- Developed marketing to highlight promotional packages including annual exams and pathology services

ACTIVITIES & RESEARCH
- Research Assistant, Global Trade Show Impact & Effectiveness   September 2022 – Present
- Member, TU Supply Chain Association   August 2021 – Present
- Research Assistant, Around the World in 80 Colleges Book   June 2020 – August 2020

SKILLS
Software: MS office Suite: Excel, Word, Teams, Word, Outlook, Teams, Power BI,
Zoom, Google Drive, Salesforce, MySQL, Python