

**EDUCATION**

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration***Graduation:** May 2026**Major:** Accounting and Management Information Systems | **GPA:** 3.96**Honors:** University Honors Program, Fox Honors Program**Awards:** Dorothy Maron Accounting Scholarship, Dean's List: Fall 2022 – Fall 2023**Selected Courses:** Intermediate Accounting, Cost Accounting, Data and Analytics, Honors Business Communication**ACTIVITIES****Member,** Association of Information Systems

September 2023 – Present

**Member,** Fox Accounting Association

September 2022 – Present

**TECHNICAL SKILLS**

Analysis: Python, Visual Basic, Salesforce, Java

Software Development: Microsoft Word, Excel, PowerPoint, Outlook, Google Docs, Slides, Sheets, Forms

Project Management: Microsoft Office, Google Workspace

**EXPERIENCE**

TEMPLE UNIVERSITY, Philadelphia, PA

**Information Technology Assistant, Management Information Systems**

January 2024 – Present

- Assist 100+ students with homework assignments and exam prep for MIS Digital Systems course
- Offered guidance on tackling JavaScript coding challenges to enhance student understanding
- Employed diverse teaching methods such as discussions, demonstrations, and storytelling to reinforce learning concepts effectively
- Assisted MIS faculty staff, and students with administrative tasks for an office catering to 500+ students
- Facilitated departmental referrals for a minimum of 10 students daily
- Performed operational duties including handling mail, shipping, printing, and coordinating events

HERSHEY HIGH SCHOOL HUMANITIES CLUB, Hershey, PA

**Treasurer**

August 2021 – June 2022

- Managed funds for a student organization that promoted fine arts initiatives in a school
- Negotiated quotes from multiple charter bus companies and organized trips to New York and Washington DC for members to gain exposure to cultural exhibitions by visiting museums
- Handled cash to process fundraising revenue and member dues for 15+ students
- Maintained official organization financial records by recording expenditures and income
- Communicated with school staff to reconcile expenses and income for a \$7000+ budget

FUTURE BUSINESS LEADERS OF AMERICA (FBLA), South Williamsport, PA

**Treasurer**

August 2019 – June 2021

- Coordinated a \$10,000+ budget for a business career and technical student organization
- Maintained an Excel spreadsheet to track club expenses and earnings
- Collaborated with officers and advisors to organize social and community service events
- Provided weekly updates to officers and advisors about club's financial position

**SKILLS****Languages:** Native Proficiency in Gujarati, Basic Proficiency in Hindi