# Khushi N Patel

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*Bristol | PA | 19007*

## EDUCATION
TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA
*Bachelor of Business Administration*                                        Graduation: May 2026
Major: Accounting & Management Information Systems | GPA: 3.97
Honors: University Honors Program, Fox Honors Program
Awards: Bill and Jean Devaney Endowed Scholarship, Ann Thornton Field Endowed Scholarship, Dorothy Maron Accounting Scholarship, Dean's List: Fall 2022 – Spring 2024
Selected Courses: Digital Systems, Data & Analytics, Web Application Development, Cost Accounting, Intermediate Accounting I, Intermediate Accounting II

## EXPERIENCE
TEMPLE UNIVERSITY, Philadelphia, PA                                        January 2024 – Present
*Information Technology Assistant (ITA), Management Information Systems*
- Assist 100+ students with homework assignments and exam preparation 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                                        August 2021 – June 2022
*Treasurer*
- 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

## ACTIVITIES
**Director of Outreach**, Association of Information Systems Student Advisory Board     August 2024 – Present
**PRO Ambassador**, MIS Department                                        August 2024 – Present
**Front Desk Worker**, MIS Department                                        January 2024 – Present
**Active Member**, Temple University Association of Information Systems     August 2023 – Present
**Member**, Fox Accounting Association                                        August 2022 – May 2024

## TECHNICAL SKILLS:
**Programming Language:** JavaScript, HTML, Visual Basic, Python, CSS
**Database Management:** MySQL, Tableau, Power BI
**Project Management:** Salesforce, Office 365 Suite, Google Workspace

## SKILLS
Languages: Native Proficiency in Gujarati, Basic Proficiency in Hindi, Basic Proficiency in Spanish, Basic Proficiency in Italian
Certifications: Introduction to Artificial Intelligence – LinkedIn, HTML Essential Training – LinkedIn