

Matang Patel

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2100 North Line Street Apt #I202 | Lansdale | PA | 19446 | 510-894-9790

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2023

Major: MIS

Selected Courses: Fundamentals of International Business, Business Society and Ethics, Digital Systems, Statistical Business Analysis

Montgomery County Community College, Blue Bell, PA

Associate of Business Administration

Graduation- May 2021

Major: MIS | **GPA:** 3.78

Awards: Dean's List: Fall 2020- Spring 2021

Selected Courses: Principles of Marketing, Principles of Risk Management, Introduction to Risk Management, Principles of Management, Public Speaking

Ohlone College, Fremont, CA

Associate of Business Administration

August 2018 - August 2020

GPA: 3.60

Selected Courses: Financial Accounting, Managerial Accounting, Principles of Economics- Macro and Micro, Business Law

EXPERIENCE

Best Buy, North Wales, PA

October 2020- Present

Sales Associate

- Assisting customers with locating merchandise
- Operating the cash register as needed throughout the shift
- Up-selling additional warranty protection and other store offers
- Maintain current knowledge of new technological trends and answer any questions customers have about potential purchases.

Oasis Fitness, Newark, CA

April 2017 – March 2020

Billing Coordinator, Data Entry Clerk

- Answered incoming calls and emails, managed employee schedules, filed and maintained records, handled cash register
- Gave gym tour to new members, signed up members
- Executed administrative tasks such as data entry, handling billings and engaging with customers
- Trained many employees

ACTIVITIES

Member, Ohlone South Asian Association

Fall 2019 – March 2020

SKILLS

Software: Microsoft Excel

Languages: Native Proficiency in Hindi and Gujarati