Raihan Nazim Chowdhury

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EDUCATION

Temple University – Fox School of Business, Philadelphia, PA
Bachelor of Business Administration   May 2027
Major: Management Information Systems| GPA: 3.5

HONORS AND AWARDS

Honors: Temple University Honors Program, Fox Honors Program
Scholarship: Dean's Global Scholar, Temple University

EXTRACURRICULAR EXPERIENCE

Secretary, Bangladeshi Students Association   January 2025 – Present
Marketing and Events Planning Chair, Temple Model United Nations   January 2025- Present

EXPERIENCE

Temple University Howard Gittis Student Center, Philadelphia, PA   January 2024 - Present
Building Manager
- Prepared over 4,000 events per year by setting up furniture and technology across 164,000 meetings and event spaces
- Enforced necessary building-wide policies to over 2000 patrons daily.
- Responded to all other building service areas with technology, customer service, and procedural issues.
- Aided all students and visitors by providing directions and knowledge about not only the building but the whole 406-acre Temple University main campus.

Temple University Howard Gittis Student Center, Philadelphia, PA   August 2024 - Present
Information Desk Attendant
- Manages the Student Center's main atrium which serves 3,800 patrons daily
- Adapts to high-traffic periods with strong multitasking abilities to ensure that phone calls are answered with a positive and professional attitude, the lost and found is logged properly, and in-person visitors are taken care of.
- Coordinates the check-in of up to 17 vendors for the Vendor Table program as well as the drop off posters for the Poster Board display wall.
- Collaborates with a diverse team of Student Center staff members from other service areas to maintain a welcoming and inclusive environment for all community members.

Lightpin Production Company, Dhaka Bangladesh   January 2022 – May 2022
Marketing Internship
- Researched and tracked dozens of potential clients for the company.
- Communicated and consulted with clients to attain their requirements.
- Managed and Lead Operations for in-person events hosting 2000 attendants concurrently.

CERTIFICATIONS

HTML Essential Training, LinkedIn Learning   January 2025

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Teams, HTML, Java, MySQL