

Rayan Kapadia

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2023
Major: Management Information Systems

PENNSYLVANIA STATE UNIVERSITY, Abington, PA
Bachelor of Business Administration, Graduation: August 2019-May 2021
Overall GPA: 3.95
Dean's List: Fall 2019-Spring 2021

SELECTED COURSES:

Basic Management Concepts, Accounting, and Statistics

ACTIVITIES AND AWARDS:

- Member, Association for Management Information Systems, 2021 – present

INFORMATION TECHNOLOGY SKILLS:

Database Management: Microsoft Access
Project Management: Microsoft Project, Microsoft Office

EXPERIENCE: Estee Lauder Companies-Northtec, Bristol, PA Summer 2019 – Summer 2021
Line Attendant, PALC Building

- Prepare perfume, cosmetics, and other products for entry in core inventory via PC and scanner following system directions on an assembly line.
- Pack material, print and affix labels, and seal cartons for storage in the warehouse.
- Insert, feed, fold, drop, stack, pack components and finished goods on an assembly line and in packages, meeting quality and quantity standards.

Ross, Philadelphia, PA Summer 2021

Sales Associate

- Provided customer service for department store that sells bed & bath, home décor, electronics, and clothing at discounted prices.
- Effectively organize the store's merchandise to ensure the customers find the products easily
- Ensure customers are checked out properly at the register using a POS
- Supervise the fitting room and ensure the safety of customers

SKILLS & LANGUAGES:

Proficient with Microsoft Word, PowerPoint, and Excel

Fluent in Gujarati