

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration***Graduation:** May 2025**Major:** Management Information Systems | **GPA:** 3.4**Courses:** Digital Systems, Financial and Managerial Accounting for Decision Making, Macroeconomic Principles, Quantitative Methods for Business**EXPERIENCE**

PREMIER FAMILY EYE CARE, Lawrence Township, NJ

November 2022 – Present

Optometric Technician

- Conduct patient pre-screenings for an independent Doctor of Optometry with 1000+ patients
- Operate all technical aspects to make appointments and file insurance claims
- Greet patients and develop relationships to obtain consumer loyalty
- Handle a fast-paced environment to maintain consistent workflows for all optometrists
- Organize patient records to maintain timely data collection

AUTO FOCUS DETAILING LLC, Trevese, PA

July 2023 – Present

Owner

- Manage all company responsibilities to form growth for a start-up detailing company
- Interact with 100+ clients to conduct appointment confirmations
- Supply all chemicals and materials to sustain inventory
- Contract with other automotive companies to create a shared clientele
- Train and schedule multiple employees for an efficient and collaborative work environment

NISSAN, Fairless Hills, PA

March 2022 – February 2023

Automotive Detailer

- Prepared new and used vehicles for a world-renowned automotive company
- Collaborated with coworkers to prepare 1000+ vehicles for customer purchase
- Improved appearance of vehicle conditions using cleaning and protective agents
- Adapted to company expectations to ensure perfection on a timely manner

ACTIVITIES**Volunteer Assistant Coach**, Wemrock Brook Elementary School

January 2023 – April 2023

PROJECTS**401(k) Interview, Investing for the future**

April 2022 – May 2022

- Interviewed working class adults to conduct data collection and analysis
- Used PowerPoint to display data and Temple University Database to compare results
- Presented final findings to 50+ staff and classmates to compare results on retirement plans

SKILLS**Software:** Microsoft Word, PowerPoint, Excel**Languages:** Native Proficiency in Punjabi