Sarthak Pathak

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SUMMARY

Management Information Systems student with hands-on experience analyzing multi-million-dollar research funding datasets and building Python and JavaScript applications. Skilled in Excel, Python, and data analytics with experience generating financial reports and developing analytical tools.

EDUCATION

Temple University, Fox School of Business   **Philadelphia, PA**
B.B.A. in Management Information Systems — Minor: Computer Science   **Expected May 2027**
– Overall GPA: 3.1   Semester GPA: 3.4
– Dean's List – Fall 2023
– Relevant Coursework: Data and Analytics, Statistical Business Analytics, Quantitative Methods for Business II, Visualizing Data, Web Application Development, Financial and Managerial Accounting, Financial Management, Microeconomic and Macroeconomic Principles, Risk Management

TECHNICAL SKILLS

Languages: Python, Java, JavaScript
Data Tools: Microsoft Excel (Advanced), Tableau
Databases: MySQL, Microsoft Access
Web: HTML, CSS, REST APIs
Tools: Office 365, Trello, Asana

WORK EXPERIENCE

ERA Junior Analyst   **May 2024 – Present**
Temple University – Office of the Vice President for Research   **Philadelphia, PA**
– Analyze and maintain **multi-million dollar research funding datasets** across **50+ university departments** using Microsoft Access and Excel within the Electronic Research Administration (ERA) system.
– Generate and automate **15+ monthly financial and operational reports** used by university leadership to monitor research funding and grant activity.
– Perform structured **data validation checks on 1,000+ grant and proposal records** to ensure reporting accuracy and compliance with institutional research standards.

IT Intern   **May 2022 – July 2022**
Bajaj Allianz Life Insurance   **Vadodara, India**
– Coordinated IT workflow operations using Trello and Asana to manage **50+ technical tasks and issue tickets** across the development team.
– Assisted in documentation and tracking of **server and system issues**, improving troubleshooting efficiency and internal technical reporting processes.

TECHNICAL PROJECTS

– **German Translation Application** — Developed a modular Python application implementing structured validation and dynamic quiz logic to simulate interactive language-learning systems. Designed reusable components for scalability.
– **Calorify – Desktop Calorie Tracking Application** — Built a Python analytics tool to calculate personalized calorie targets and track user progress using algorithm-based recommendations.
– **Loan Repayment Calculator** — Created a responsive JavaScript financial calculator implementing amortization logic and real-time validation to simulate real-world banking loan systems. Designed dynamic UI updates for enhanced usability.
– **Aptitude Calculator – Exam Time Manager** — Engineered a web-based optimization tool calculating time allocation and projected scoring using probability-based logic and dynamic performance strategy recommendations.

LEADERSHIP AND INVOLVEMENT

– Member, Leo Club International (2022 – Present)
– Dean's Scholar Award, Fall 2023
– Project Ashram – Social Impact Initiative, 2021 – 2023