

Siddhanth Dua

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2021
Major: Management Information Systems

SELECTED COURSES:

Data Analytics, Web Application Development, Cloud Architecture, Web Service Programming, User Experience Design, Lead Global Digital Projects

ACTIVITIES AND AWARDS:

- Member, Association for Information Systems, Spring 2019 – Present
- Team Leader, Vinod Dikshit Award Project – ‘Citizens of Earth’, 2015

EXPERIENCE: Temple University Housing and Residential Life August 2020 – Present

Customer Service Representative

- File, fax and organize paperwork and electronic files
- Respond to over 4,000 housing and meal plan inquiries via telephone and email
- Manage University database and enter confidential student information
- Partake in information sessions to provide students with knowledge of the services provided by the housing department

Happy School, Gurgaon, Haryana, India

May 2017 – July 2017

Senior Volunteer

- Taught Mathematics to 40 children from impoverished families
- Initiated and setup vocational training for the children to help them learn employable skills
- Interacted with senior officials of other NGOs at the conference held at Blind School Delhi
- Participated in the Each One Teach One program

Design Code, Gurgaon, Haryana, India

May 2016 – July 2016

Intern

- Planned and initiated a new online marketing strategy for the brand
- Assisted the business development team in analyzing data received from competitors
- Helped the documentation team in drafting leaflets, pamphlets and brochures
- Interacted with clients of the company to understand their needs
- Assisted the administration team with sundry tasks and organizational activities

SKILLS & LANGUAGES:

- Hindi – Native
- HTML and JavaScript – Intermediate
- SQL - Proficient