SWETA GIRASE

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EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA
Bachelor of Business Administration **Graduation**: December 2025
Major: Management Information Systems
Awards: Dean's List: Spring 2022, President's List: Spring 2023
Selected Courses: Data and Analytics, Quantitative Methods for Business, Web Application Development, Digital System, Operations Management, Data Science, Economics, Finance Management, Cloud Architecture, User Experience Design, Strategic Management

EXPERIENCE

TEMPLE UNIVERSITY MIS DEPARTMENT August 2025 – Present
Information Technology Assistant, Visualizing Data
- Guide 30+ students on Tableau, Power BI, and Excel for visualizing business KPIs and dashboards.
- Provide technical assistance on data cleaning, dashboard creation, and data reporting for student-led analytics projects.
- Assist in troubleshooting dashboard logic and refining KPIs to ensure accurate, real-time visualizations.

AMAZON May 2025 – July 2025
Transportation Area Manager Intern
- Built a real-time labor tracker using Excel and Power Automate, reducing overtime, by 10% and improving shift planning through KPI insights.
- Conducted deep-dive analysis on labor and scheduling data, identifying bottlenecks and contributing to a 5% boost in Transactions Per Hour (TPH).
- Analyzed QuickSight dashboards to uncover inefficiencies and drive data informed throughput optimization.
- Automated Slack reporting workflows, cutting manual effort by 30% and enabling smoother weekly ops syncs.

BUSINESS OWNER February 2024 – September 2025
Financial Consultant
- Analyzed financial data using advanced Excel techniques, driving a 15% increase in client portfolios through strategic investment recommendations.
- Proactively identified client needs, increasing life insurance enrollments by 20% through tailored consultations with over 30 families.
- Developed and executed targeted marketing strategies, achieving $200k+ in revenue for 50+ clients, highlighting strategic business acumen.

PROJECTS

Taiga Inc. Website, Client Project – Product Manager
- Created roadmap, led stakeholder interviews, and managed sprints to deliver B2B services website.
- Collaborated cross-functionally to translate goals into wireframes and documentation.
- Synthesized user feedback to iterate designs and improve overall usability for client approval.

Salesforce Reports & Dashboards Project – Salesforce Trailhead
- Built Salesforce dashboards for sales/marketing KPIs using filters, groupings, and summary formulas.
- Enabled real-time lead, pipeline, and campaign tracking for executive stakeholders.
- Incorporated conditional formatting and KPI benchmarks to enhance decision-making clarity.

LEADERSHIP & ACTIVITIES

Member, Women in Business — September 2023 – Present
Member, Peer Mentor, Association for Information Systems — January 2024 – May 2025
Member, Secretary, Treasurer, Student Government Association — January 2022 – May 2023

CERTIFICATIONS

Life & Fixed Annuities (PA), Google Analytics Certificate, SAP ERP, Bloomberg BMC

TECHNICAL SKILLS

Programming Languages: Python, JavaScript, HTML, CSS, jQuery, C++ (basic), SQL, NoSQL, Salesforce, Jupyter Notebook, Tableau, Power BI, Excel, Figma, WordPress