

SHYAM S. PANDYA

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2015
Major: Management Information Systems

Selected Courses for current semester:

Intro to Risk Management	Business society and Ethics
Business Statistics	Managerial Accounting
Marketing Principles	Professional Development Strategies

ACTIVITIES: January 2014– Present

- Member of Society for Human Resource Management (SHRM)

EXPERIENCE: TEMPLE UNIVERSITY, Philadelphia, PA September 2012 – September 2013
ABET Coordinator and Administrative Assistant

- Provided support to the Electrical and Computer Engineering (CEE) Department Chair with the coordination of the Accreditation Board for Engineering Technology (ABET) course materials, and prepare documentation supporting materials for the comprehensive review taken every four years.
- Supported the business manager of CEE department with organizing events and conferences for 50 - 500 people.
- Performed filing, data management, drafting and editing short office memos.

ESTEE LAUDER & COMPANIES, Bristol, PA May 2010 – October 2011
Assembly Line Attendant

- Sampled and evaluated manufactured products for one of the largest cosmetics company in the world.
- Reviewed products prior to packing and conducted random sampling to ensure consistency.
- Trained new employees to meet company's expectations.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint
- Hindi, Gujarati – fluent
- Business Analysis, SAP oriented, Data Visualization, Google Analytics, Word Press, Drupal, Java, ERD Models, Schema, MySQL Server, C++, MATLAB, Emu8086, Digital Circuit Design, NI Multisim, Verilog