

# Saurav Singh

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Upper Darby | PA | 19082 | 267-366-9475

## EDUCATION

TEMPLE UNIVERSITY- Fox School of Business, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: May 2024

Major: Management Information Systems (MIS)

DELAWARE COUNTY COMMUNITY COLLAGE, Media, PA

*Associate in science*

Graduation: August 2022

Major: Business Administration | GPA: 3.37

Honors: President's Honor list: fall 2020

Dean's list: Spring 2020

## TECHNICAL SKILLS

Software Development: Visual Studio.NET

Web Development: HTML, CSS, JavaScript

Database Management: SQL

## EXPERIENCE

PAPA JOHN'S PIZZA, Ardmore, PA

October 2019 - October 2022

### *Insider*

- Provided customer service and order making at Papa John's, an American pizza restaurant chain.
- Trained new hires according to health and sanitation regulations of Papa John's.
- Increased ability to apply accurate, effective, and timely support to increase productivity of workers.
- Maintained effective relationships with others to encourage and support the team.

Fox School of Business – Temple University, Philadelphia, PA

August 2023 – Present

### *Information Technology Assistant*

- Maintained organized records and documentation for efficient tracking of student worker hours.
- Delivered daily support to students and staff, addressing their needs promptly and ensuring a seamless experience.
- Collaborated with faculty members, offering valuable assistance, and contributing to the smooth functioning of academic activities.

## SKILLS

- Languages: Punjabi / Native Proficiency
- Hindi / Advanced