

# Saurav Singh

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267-366-9475

Upper Darby, PA

## Education

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### Management Information Systems (MIS)

TEMPLE UNIVERSITY- Fox School of Business • Philadelphia

12/2024

- GPA: **3.14**
- Coursework: **Data Analytics, Web Development, User Experience Design, Cloud Architecture, Web Service Programming, Managing Enterprise Cybersecurity.**

### Associate in Science

DELAWARE COUNTY COMMUNITY COLLAGE • Media

08/2022

- GPA: **3.37**
- Honors: **President's Honor list: fall 2020**
- Dean's list: **Spring 2020**

## Experience

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### Information Technology Assistant

Fox School of Business – Temple University • Philadelphia, PA

08/2023 - 12/2024

- 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

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CSS, JavaScript, Node.js, Figma, Word, PowerPoint, Bootstrap, MySQL, Microsoft excel

## Languages

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English, Hindi, Punjabi