

Utkarsh Vaid

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

December 2025

Major: Management Information Systems

Courses: Web Application Development, Data Analysis and Visualization, Quantitative Methods for Business I, II, and III

AWARDS

Awards: Dean's List: Spring 2024, Russel Conwell Scholarship (2021-2023)

TECHNICAL SKILLS

Languages: Python, JavaScript, HTML, CSS

Database Management: MySQL, MS Access

Web Development Tools: jQuery, Bootstrap, API Integration

Software: Microsoft Excel, Salesforce, Adobe Premiere Pro, Photoshop, Canva

Data Visualization: Tableau

EXPERIENCE

Office of the Vice President for Research, Temple University

June 2024 - Present

Pre-Award Student Worker Specialist

- Managed the pre-award administrative functions in a high-volume environment, coordinating communications and ensuring seamless operations within the Temple University grant system.
- Created user accounts and assigned roles within the NIH.gov eRA Commons portal, enhancing system security and access efficiency.
- Updated and proof checked 15-20 new grant submissions daily in the Temple eRA system, maintaining stringent standards of accuracy and compliance.
- Closed 50-100 old or non-funded grants daily, systematically organizing and updating the grant management system to ensure data integrity and accessibility.

PROJECT EXPERIENCE

Job Placement Prediction Using Decision Trees

December 2024

- **Developed** a predictive model to analyze academic and professional factors influencing job placements, utilizing real-world data and decision tree algorithms.
- **Optimized** model parameters (training partition, depth, and splits), achieving high values training and validation accuracy, ensuring strong generalization.
- **Leveraged** tools like **Python**, **pandas**, **scikit-learn**, and **Jupyter Notebook** to process data and visualize insights for actionable recommendations.

Web Application – RentSmart

December 2024

- **Developed and designed** the RentSmart web application using **HTML**, **CSS**, **Bootstrap**, and **JavaScript** to deliver an interactive user experience for rental cost estimation and housing tips.
- **Integrated advanced functionalities** like a dynamic cost calculator using jQuery for real-time input validation and cost breakdowns, ensuring accurate and user-friendly outputs.
- **Implemented responsive design** and navigation menus with Bootstrap, providing seamless access to features like budgeting tools, renter tips, and contact forms across devices.

EXTRACURRICULAR EXPERIENCE

Member, Association for Information Systems

February 2024 – May 2024

Collaborator, Fuel a Dream Organization
Event Co-Ordinator, Kimberley Intl. STEM Club

January 2020 – February 2020
February 2019 – May 2019

CERTIFICATIONS

International Baccalaureate Diploma in STEM

May 2021

LANGUAGES

Native proficiency in Hindi

Intermediate proficiency in Punjabi