

# Vanshita Patel

community.mis.temple.edu/vpatel

Philadelphia | PA | 19121

vanshita.patel@temple.edu

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2025**  
**Major: Management Information Systems and Accounting**  
Overall GPA: 3.1

## SELECTED COURSES:

Data & Analytics, Digital Systems, Web Development

## ACTIVITIES AND AWARDS:

- Marketing Chair, Delta Phi Omega Sorority, Inc., 2023 – present
- Member, UNIFECT, 2023 – present

## INFORMATION TECHNOLOGY SKILLS:

Analysis:	Visio, Rational, Visible Analyst
Software Development:	Visual Studio and Java
Web Development:	HTML, Microsoft FrontPage
Database Management:	Microsoft Access, SQL, PL/SQL
Project Management:	Microsoft Project, Microsoft Office

EXPERIENCE: THE LEARNING EXPERIENCE, Northern Liberties, PA February 2023 – present  
**Assistant Teacher**

- Assisted as a “floater” in a private childcare service, serving 100-150 children within the ages of 6 months to 5 years and helped create a stimulating educational and recreation environment to enrich children’s minds.
- Monitored children in different play areas and reinforced safety policies and procedures to safeguard children.
- Fostered meaningful relationships with lead teachers, children, and parents to promote program and organizational missions.

CVS/PHARMACY, Philadelphia, PA December 2022 – November 2023

### Pharmacy Technician

- Collaborated with 50+ customers per day, handling all inquirers with customer satisfaction, as well as, assisting customers by answering simple questions and locating items.
- Followed applicable Federal and State laws, regulations, professional standards, and ethical principles.

LUCENT JEWELERS, Lyndhurst, NJ

May 2020 – February 2021

### Bookkeeper

- Eliminated discrepancies in finances for a fine jewelry firm by expertly documenting expenses, monitoring income, handling bank deposits and managing statements.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Reconciled all company accounts, including credit cards, employee expenses and commissions.

## SKILLS & LANGUAGES:

- Gujarati – Indian Dialect – conversational
- First Aid/CPR certified, Spring 2023