

Advika Anand

(408) 646-7771 • advikaanand5@gmail.com • www.linkedin.com/in/advika-anand

EDUCATION

San Jose State University

Expected Graduation Date: Fall 2026

Business Administration - Management Information Systems

- Mathematics for Business(Math 70), Business Law(Bus3 80), Financial Accounting(Bus1 20), Fundamentals of Organizational Behavior and Management(BUS3 160), System Analysis and Design(Bus4 110B)

PROFESSIONAL EXPERIENCE

NDA | San Jose, California

Assistant Dance Teacher

May 2021 – Present

- Demonstrated dance techniques and routines to students, providing clear and constructive feedback on their performance
- Assisted with choreographing dance routines for performances and recitals
- Acted as a role model for students, inspiring them to develop a love for dance and a commitment to artistic expression

Read Write Discover | San Jose, California

Program Coordinator

Jun 2021 - Aug 2021

- Facilitated the establishment of a tutoring initiative for K-8 students within a local library
- Collaborated closely with tutors to develop tailored curricula that met the unique educational requirements of each individual student
- Served as a bridge of communication between tutors and students' parents

LEADERSHIP AND EXTRACURRICULARS

NDA | San Jose, California

Dancer

Aug 2010 - Present

- Took part in numerous community fundraising events
- Coordinated and led rehearsals for the group
- Contributed to the choreography of the dance routine

Student Involvement Committee | San Jose, California

Student Representative

Aug 2019 - May 2020

- Acted as a liaison between students and faculty/administration, conveying student feedback and concerns to relevant decision-makers
- Advocated for student welfare, striving to improve campus facilities, safety measures, and academic resources
- Participated in the Parent Student Teacher Association, representing the student perspectives on academic and administrative matters

VOLUNTEERING

Delta Sigma Pi | San Jose, California

Marketing Committee Lead

September 2023 - January 2024

- Assigned tasks to the members for completion
- Worked in cooperation with the committee members and Committee Officers
- Communicated with both Committee Officers and Committee members
- Utilized Microsoft Excel to develop up a comprehensive scheduling system
- Increased participation in recruitment events by 40% by collecting and analyzing attendance data, and presenting actionable solutions to the chapter

Red Cross | San Jose, California

Volunteer

Aug 2019 - June 2022

- Worked at blood drives, helping with donor registration and conducting post-donation care.
- Collaborated with a diverse team of volunteers, fostering a sense of camaraderie and shared purpose.
- Participated in fundraising events and campaigns to raise funds for the organization's humanitarian efforts

SKILLS

Soft Skills: Communication, Time - Management, Organized, Problem - Solving, Teamwork, Leadership, Conflict Resolution

Hard Skills: Python, Java, Microsoft Visual Basic, Microsoft Excel, Microsoft Word, Microsoft PowerPoint

TRAINING

Introduction to Generative AI by Google Cloud, Microsoft Power BI