

Anushka Joshi

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EDUCATION:

San Jose State University - San Jose, CA

Expected Graduation:
May 2024

Bachelor of Arts in Business Administration, MIS
Minor in Economics
Current GPA: 3.982

SKILLS:

- Microsoft Suite: Power Point, Word, Excel
- C++
- Google Suite
- Python

Licenses & certifications

- Learning Excel: Data Analysis, Issue date: Jan 2021, Issuing authority: LinkedIn

EXPERIENCE:

Intern

Upkey, Chicago

Summer 2021

- Learned a variety of information from different sectors ranging from product management, google marketing suite, entrepreneurship.
- Prepared high quality presentations for project every week, some projects were team projects while other projects were individual ones
 - One of the projects I did was a group entrepreneurship project where we proposed an app which will help college students find off campus housing per their needs.

Team Member

Jamba Juice, San Ramon, CA

Summer 2021

- Made smoothies according to the customer's needs.
- Worked as a team to deliver the best products possible to customers.
- If any disputes arise when it came to orders, handled them calmly and provided great customer service

HR Intern

TribolaTech, San Ramon, CA

Summer 2018

- Helped analyze and organize candidate data of 500 plus contacts into excel files.
- Edited and formatted resumes, worked on public access files.
- Did Data Entry and general administration duties.

LEADERSHIP:

Marketing Committee Member

MISA, San Jose, CA

Summer 2021 - present

- Currently working on a data analysis project for MISA's LinkedIn engagements.
- Increased engagements regarding opening email about events for the week by 30%
 - Accomplished this using the Zoho Accounts analyzing tool and did analysis on when members open the posts, how many clicks happen on our posts, and what information being posted is liked by more members
- Create flyers for MISA events using Canva.
- Come up with ideas for flyers.
- Manage MISA's Facebook page.
- Actively collaborate with other MISA Board members about planning upcoming events.