

# Anjali Mate

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## EDUCATION

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### San Jose State University

San Jose, California

B.S. in Business Administration

Expected, May 2026

- o **Concentration:** Management Information Systems
- o **Related Coursework:** Systems Analysis and Design, Fundamentals of Management and Organizational Behavior, Business Statistics, Computer Tools for Business, Financial Accounting, Intro to Business Programming, Legal Environment of Business, Microeconomics, Macroeconomics
- o **Activity:** VP of Marketing at Management Information Systems Association (MISA)

## SKILLS

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**Programming:** Python, HTML/CSS

**Database:** Entity-Relationship diagrams, Lucidchart, One-to-many relationships, many-to-many relationships

**Business Intelligence and Analytics:** Microsoft Excel

**Project Management and Collaboration:** Jira, Trello, Slack, Confluence

**Other:** Leadership, Communication, Cross-Functional Teams, Market Analysis, Recruiting, Strategic Planning

## EXPERIENCE

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### Management Information Systems Association (MISA) at SJSU

San Jose, California

Vice President of Marketing

May 2024 – Present

- **Spearheaded** marketing strategies to increase club engagement, resulting in a **25% rise in event attendance**
- Oversaw content creation for social media platforms using **Canva**, ensuring **consistent branding and messaging**
- Collaborated with a **diverse** executive team to **plan** and **execute** workshops and networking events with industry leaders
- Managed the marketing committee, **mentoring** members and delegating tasks to enhance **productivity** and **teamwork**
- Used **Google Calendar** to coordinate weekly committee meetings, improving **cross-functional** collaboration and project efficiency

### Plaza Dental Group of San Jose

San Jose, California

Office Support Intern

Jun 2023 – Aug 2023

- Streamlined office operations by organizing patient records, **improving administrative efficiency by 15%**
- Assisted in scheduling appointments, resolving patient inquiries, and maintaining **high levels of customer satisfaction**
- Coordinated with the dental team to ensure **smooth day-to-day operations**
- Utilized **Excel** to digitize patient records, **reducing administrative retrieval time** by 40%
- Used **scheduling software** to efficiently **manage** over 100 weekly appointments, **increasing** office productivity

### Gurukulam Enrichment Center

San Jose, California

Homework Help Assistant

Aug 2019 – Feb 2020

- Provided **personalized** academic assistance to students in subjects such as **mathematics, science, and language arts**, improving their performance and confidence
- Designed and implemented **engaging study plans** tailored to individual learning styles, **fostering a supportive and productive environment**
- Collaborated with parents and instructors to **identify and address** students' academic challenges effectively
- Encouraged **critical thinking and problem-solving skills**, ensuring students gained a deeper understanding of their coursework
- Created **engaging** presentations with **PowerPoint** to explain complex concepts, leading to an **increase** in student participation and interest

## PROJECTS

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### SafePass Authentication System

San Jose, California

Business Lead Analyst

Aug 2024 – Dec 2024

- Led team to develop a **mobile-based authentication system**; prioritized business goals; consulted with the client to **determine the role of the information system**; examined **existing business models** and **data flows**; evaluated **system specifications** for business requirements