

AKASH SHELOPAL

PROFESSIONAL SUMMARY

Detail-oriented and adapted student with experience in production and content preparation, editing, and fact-checking. Skilled in writing, grammar, writing and research with strong attention to accuracy. Capable in Microsoft Excel and data analysis, with a background in developing reports, charts and models that support decision-making. Cooperative team members with experience in academic and volunteer projects, following deadlines and presenting findings to instructors and peers. Currently honing programming skills in HTML, SQL, Python, and JavaScript to improve both technical and analytical skills. Well-known for communicating clearly and presenting projects effectively and flexible in group projects.

EDUCATION

San Jose State University - San Jose, CA

B.S. in Management Information Systems - May 2027

- 60 credits of core Business courses, including Statistics, Principles of Accounting, Economics, and Intelligence
- Technology classes such as Data Analysis, Business Intelligence and Computer Applications.

Ohlone College - Fremont, CA

Mission Valley Regional Occupational Program - Fremont, CA

- Culinary Arts Coursework - 2021-2022

SKILLS

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| • Researching & Fact-Checking | • Project Management | • Microsoft Office/Outlook |
| • Data Visualization | • Customer Service | • Writing & Grammar |
| • Data Analysis | • Communication | • English Fluency |
| • Programming | • Assisting | • Attention to Detail |
| | • Supervising | • Problem-Solving |

WORK HISTORY

Volunteer, The Print Cafe - 03/2022 to 05/2022, Fremont, CA

- Organized and filed customer order documents.
- Printed newsletters and ensured accuracy in formatting.
- Operated industrial paper cutter and packaged finished materials.

Volunteer, Tule Ponds - 10/2018 to 03/2019, Fremont, CA

- Supported park rangers by planting native plants such as milkweed.
- Collaborated in a group to collect data on progress and presented it to the school.

Volunteer, Fremont Hindu Temple - 07/2013 to 03/2014, Fremont, CA

- Assisted with setting tables, desks and preparing food for events

AWARDS

- **Viking PRIDE Award**, Irvington High School, 2020.