

Dvija Guduru

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OBJECTIVE

Aspiring Management Information Systems professional seeking opportunities in product and project management to apply knowledge of leadership in the planning, development, implementation, and administration of information technology.

EDUCATION

B.S., Business Administration, Concentration in MIS

May 2026

San Jose State University, San Jose, CA, GPA: 3.7

Relevant Coursework: Systems Analysis and Design, Database Management Systems, Information Security and Assurance Management, Big Data

PROJECT EXPERIENCE

Data Analysis of Movie Length and Budget, Business Statistics Project at San Jose State University

February 2024

- **Objective:** Analyzed a dataset of 20 movies to demonstrate proficiency in Excel for statistical analysis
- **Tasks:** Conducted quantitative analysis on movie lengths, created histograms to display data distribution and modified them for better representation, performed correlation analysis between movie length and budget, calculated covariance and correlation coefficient, and generated scatter plots for visual representation
- **Skills Gained:** Data manipulation and analysis using Excel, statistical analysis, including descriptive statistics and correlation analysis.

EXPERIENCE

VP of Finance, Women in Business at San Jose State University

January 2023 - Present

- Successfully hosted Silicon Valley giants such as PwC, Meta, Google, Nvidia, Intel, and Amazon at weekly meetings, providing invaluable insights and inspiration
- Connect with other women in business/tech to promote inclusivity and professional development while building a network
- Prepared budgets for semester and full academic year for board meetings and events to make purchases

Student Assistant, Jack Holland Student Success Center at San Jose State University

August 2024 – Present

- Provide guidance to students on course selection and career advising, ensuring alignment with their academic and professional goals.

Teacher, Sylvan Learning, Fremont, CA

April 2023 – September 2024

- Demonstrate proficiency in providing personalized tutoring to students of all ages, helping students excel in coding, math, reading, and writing
- Facilitate lessons for advanced students/students with disabilities between the age of 5 to 18 and communicate with students and parents to discuss grades, behavior, and course content

Mentor, Shooting Stars Foundation, Fremont CA

May 2020 - August 2022

- Entrepreneurship Camp Director: Encouraged high school students to explore field of business and entrepreneurship by leading them in the development of a pitch deck
- App Development Course: Assisted high schoolers in a variety of activities designed to teach them the skills necessary to develop mobile or web applications for startups

ACTIVITIES

Treasurer, SKY Club, SJSU

August 2023 - Present

- Managed the club's budget by preparing financial reports and presenting them at monthly meetings, ensuring accurate tracking of all financial transactions, and coordinating fundraising events, raising more funds than the previous year. Collaborated with other club officers to plan and execute meditation sessions, workshops, and retreats.

Merchandise Committee, Student Council, American High School, Fremont, CA

August 2021 - June 2022

- Design merchandise for school events, analyze budget for purchases, promote merchandise

SKILLS

Technical Skills: Python, Java, Microsoft Excel, Operating systems, UI/UX, Adobe Photoshop, Adobe Illustrator

Professional Skills: Project Management, Marketing, Problem-Solving, Critical Thinking, Organization Skills,

AWARDS

Lucas College of Business, Dean's Scholar, San Jose State University

May 2023 - May 2023

- Matriculated, enrolled, business undergraduate who earned an SJSU GPA of 3.65 or higher in Spring 2023 receive this distinguished title

Mentor, President's Volunteer Service Award, Fremont, CA

August 2021 - August 2021

- Volunteered with Shooting Stars Foundation for 100+ hours to raise money for students in India and Africa