Divija Puli

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EDUCATION

Bachelor of Science in Business Administration, Concentration in **Management Information Systems**,
San José State University (GPA – 4.0)   **Expected May, 2026**

Relevant Coursework: Computer Tools for Business, Networking and Data Communications, Business Programming, Operations Management, Marketing.

Associate in Science in Business Administration with Highest Honors,
Ohlone College(GPA - 3.9)   **2022-2023**
Relevant Coursework: Financial Accounting, Managerial Accounting, Microeconomics, Macroeconomics, Public speaking, Statistics, Business Calculus and Business law.

SKILLS

Technical Skills: Python, Microsoft Office Suite, Google workplace Suite, Data Visualization (SQL, Excel), Tableau, Power BI

Soft Skills: Strong verbal and written skills, Time Management, Leadership, Teamwork, Motivated, Organized, Quick learner, Problem solver, Thrives in Fast-Paced Environments.

WORK EXPERIENCE

Communication Lab Intern/ Tutor   Aug 2022 - Dec 2023
Ohlone College   Fremont, CA

- Conducted peer speech coaching sessions in the communication lab, helping students develop their thesis, create outlines, conduct research, and enhance their delivery skills.
- Utilized leadership and professional communication abilities to assist students in building their skills and confidence in public speaking.
- Supervised and upheld the Instagram account for the Communication Lab's social media presence.

PROJECTS

- **Accenture North America Data Analytics and Visualization:** Cleaned, modeled, and analyzed 7 datasets using Excel to advise a social media client on content trends, delivering insights through a PowerPoint deck and video presentation.
- **Designed Wi-Fi and physical networks** using TCP-IP Hybrid/OSI framework; **visualized network packets** with Wireshark; **encrypted files with AES 512**-bit using VeraCrypt. Gained skills in dark web navigation and fraud prevention.
- Employed **Python programming** (loops, branching, file access, and error handling) and teamwork skills to develop a notebook-based project to access and analyze data from the web.
- Designed and executed a comprehensive **managerial accounting project**, analyzing and reporting on financial activities including invoice generation, trial balance, balance sheet, and profit and loss statements.

LEADERSHIP

iSucceed Peer Mentor (SJSU Global mentorship program)

- Actively facilitated workshops to help students develop soft skills and engage in carreer discussions.
- Collaborated with a team of volunteer moderators to enhance program effectiveness and support student success.