

Gurkirat Singh Bagri

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EDUCATION

San Jose State University, San Jose, CA

Business Administration in Management Information Systems

GPA: 3.2/4.0

August 2022- May 2026

Franklin High School, Elk Grove, CA

High School Diploma

GPA: 3.4/4.0

August 2018 - June 2022

SKILLS

Technical: Google Drive, Microsoft Office, Adobe Photoshop, Python, Excel, AV skills

Soft Skills: Time Management, Issue Resolution, Customer Service, Communication Skills

Languages: English, Punjabi (fluent)

WORK EXPERIENCE

Sacramento Premier Marketing

Sales Representative

Sacramento, CA

June 2023-June 2023

- ◆ Used marketing skills to switch customers from previous carriers to AT&T
- ◆ Applied social skills while making sales and pitching to customers throughout the day with positive attitudes
- ◆ Responsible for opening and closing along with cleaning and maintaining Kiosk

Student Computing and Media Services MLK Library

Student Assistant

Sacramento, CA

August 2023

- ◆ Set up and managed Zoom hybrid events, working with cameras, AV technology, speakers, microphones, and dongles.
- ◆ Provided technical support for MacBooks and Dell computers, troubleshooting hardware and software issues for students.
- ◆ Used audio interfaces to ensure clear communication during events, enhancing overall student and faculty experience.

Let's Get Moovin

Assistant Coach

Sacramento, CA

May 2020- April 2021

- ◆ Used leadership and time management skills to coach during games and practices, ensuring that sessions ran smoothly and efficiently.

Wedding Planner

Assistant - Volunteer

Sacramento, CA

May 2021

- ◆ Lead and directed families during the wedding ceremony using my leadership skills
- ◆ Planned and organized events and helped direct people according to the planned agenda

Salvation Army Food and Clothes bank 2018 Paradise Fire in Chico

Customer service - Volunteer

Chico, CA

November 2018

- ◆ Assisted families using customer service and communication skills when they needed help locating specific items within the Food and clothes bank
- ◆ Displayed physical skills with stocking and helping customers who were unable to lift specific items

Annual Elk Grove Giant Pumpkin Festival

Customer Service - Volunteer

Elk Grove, CA

October 2018

- ◆ Assisted parents with filling out waiver forms for their children
- ◆ Helped children ride the ponies at the pony exhibit at the Pumpkin Festival

Karate

Assistant mentor - Volunteer

Sacramento, CA

March 2015- February 2019

- ◆ Assisted Senseis' during classes for younger students at the dojo
- ◆ Taught students and led sections of the classes using Leadership skills.