

Gurjot Singh

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OBJECTIVE

Motivated individual, currently pursuing B.S. in management information systems with knowledge in hardware, software, networking, and industry best practices across information system industry. Seeking an internship or a full-time job.

EDUCATION

San Jose State University, San Jose, CA
B.S. in Management Information Systems

Expected Graduation: Spring 2023

SKILLS

Python, Network Security, Matplotlib, NumPy, MySQL, Pandas, Tableau, Linux, Networking, Data analysis, IDEA, Alteryx, PowerBi, TCP/IP, Microsoft Suite, Management, Leadership, Teamwork, Communication, Problem Solving, Multitasking, macOS, Windows.

PROJECT EXPERIENCE

San Jose State University

Nov 2021

Business Recommendation Report

- Applied **Python libraries** to filter, sort, and manipulate data from Excel. Python libraries used: **Pandas, Tableau, NumPy.**
 - Formulate reports with **data insights** recommending structural changes within the company to increase sales and profits.
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PROFESSIONAL EXPERIENCE

**Subway
Manger**

May 2019 - Present

- Delegated tasks to associates to fit individual skill sets in order to maximize team performance
- Analyzed store performance, customer feedback, and store inspection reports to strategize for action plans
- Implemented in-store operational changes that boosted productivity by 6% per quarter

**Admiral Security Services
Security Guard**

January 2019 – April 2022

- Secured personal & premises by inspecting buildings, patrolling property and monitoring surveillance
- Investigated disturbances while coordinating within a unit of 5 guards through constant communication
- Prepared daily reports summarizing shifts and highlighting any potential issues for company records

**Taco Bell
Cashier**

Jun 2018 – May 2019

- Received orders and payments while ensuring the fulfillment of orders
 - Trained new employees in established procedures and offered assistance in resolving issues
 - Handled customer concerns, store complications, and inventory requirements- sharing obstacles with supervisors
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RELEVANT COURSE WORK

- Business Statistics, Networking and Data Communications, Financial Accounting, Introduction to Marketing, Qualitative Business Analysis, Juniper Networks Cloud & Automation Academy.
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VOLUNTEER EXPERIENCE

Volunteer Experience

San Jose Gurdwara

August 2014 - Current

Position: Community Volunteer

- Volunteered over 5 hours a week with organization helping with meal preparation and cleanliness for pilgrims
- Partnered with similar organizations to meet greater needs, preventing duplication, and optimizing resource utilization