

# Gurneet Kaur

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## EDUCATION:

**B.S. Business Management Information Systems**

August 2022- Present

San Jose State University, CA

**Mission Valley ROP Center — Certificate**

August 2022 - June 2022

Business and Professional Development: Prepared to transition smoothly from the classroom to a demanding work environment, develop skills set within work-based learning, high-stress problem-solving, and project-based strategizing.

## PROFESSIONAL EXPERIENCE:

**Sales Technical Support Administrative**

*Sierra Circuits*

*August 2024 - Present*

- Collaborate with the sales team and the engineers to understand customer requirements and provide technical expertise during the sales process
- Maintain in-depth knowledge of the company's products, services, and relevant technologies
- Work closely with engineering teams to understand product updates, bug fixes, and new releases

**Sales Associate**

*Pandora*

*August 2023 - Present*

- Managed daily operations, demonstrating adaptability and leadership
- Effective communication and product knowledge were used to engage customers, driving sales through suggestive selling techniques.
- Received, organized, and maintained store merchandise to ensure efficient inventory management

## SKILLS:

- *Excellent Communication:* Proficient in written and verbal communication across all organizational levels.
- *Interpersonal Skills:* Adept at building and maintaining professional relationships, with a focus on teamwork and collaboration.
- *Time Management:* Effective in managing multiple tasks with strong organizational skills.
- *Critical Thinking:* Skilled in analyzing complex situations to make well-informed decisions.

## TECHNICAL SKILLS:

- **Software:** MS Office, MS Outlook, MS Excel, MS PowerPoint, Survey Monkey, Adobe Acrobat Pro, Zoom, Beginner in Java
- **Languages:** English, Hindi & Punjabi

