

KEN RAKKAR

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EDUCATION

Bachelor of Science in Management Information Systems (MIS) <i>San Jose State University</i>	August 2022 - May 2024 San Jose, CA
Associate in Science for Transfer in Business Administration <i>Diablo Valley College</i>	August 2019 - May 2022 Pleasant Hill, CA

EXPERIENCE

Host <i>BJ'S Restaurant and Brewhouse</i>	June 2022 – August 2022 Concord, CA
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- Received and recorded patrons' reservations for parties above 6.
- Assigned guests to tables that satisfied their requirements
- Established a suitable rotation for the servers to ensure they were not overwhelmed.
- Inspected dining and serving areas to ensure cleanliness and a proper setup.
- Created and maintained a high level of customer service

Sales Associate <i>FootLocker</i>	January 2022 – June 2022 Concord, CA
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- Delegated responsibilities for acquired inventory items, organized according to size and shoe type.
- Set up the sales floor to commence the workday.
- Assisted customers by helping them find a shoe that fits their style.
- Regularly exceeded monthly sales quota of \$5000.

Personal Trainer Membership Counselor <i>City Sports Club</i>	June 2021 – October 2021 Vallejo, CA
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- Achieved \$30,000 in sales in the first 2 months of the position.
- Made 50+ outbound calls daily to new and existing members
- Collaborated with the fitness sales staff to set up complimentary introductory training for the members.
- Managed training programs for 20 members monthly.
- Demonstrated proper operations of fitness equipment such as resistance machines and free weights.

Event Staff <i>Plan-It Interactive</i>	June 2019 – March 2020 Benicia, CA
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- Unloaded trucks and organized games for the circumstances.
- Supervised bounce houses and other games to ensure safety and enjoyment of the guests.
- Scheduled event times and assisted customers with picking from a wide variety of games

PROJECT

CommUniverCity Fundraising Competition	January 2023 – March 2023
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- Received \$25 in cash and invested and created 3 fundraisers and raised money for the Stephen Kwan Founder's Fund
- Raised \$800 in a span of a 3 week period through a trivia night, a weekend car wash, and prepared midterm gift baskets for students.
- Acquired the most funds out of the 15 groups out of the competition

LANGUAGES & SKILLS

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| ● English | ● Google Sheets | ● FL Studio |
| ● Punjabi | ● Microsoft Excel | ● Leadership |
| ● Python | ● Sales | |