

Karina Shah

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OBJECTIVE

Aspiring Product Manager currently pursuing a degree in Management Information Systems with hands-on experience in consulting, marketing, data tools, and cross-functional collaboration. Eager to apply analytical skills and user-focused thinking to build impactful digital products, while continuing to learn and grow in dynamic, team-driven environments.

EDUCATION

San Jose State University

May 2027 B.S., Business Administration, Management Information Systems (MIS)

Relevant Coursework: Business Programming, Systems Analysis and Design, Fundamentals of MIS, Computer Tools for Business

TECHNICAL SKILLS

Technology: Python, Microsoft Visual Studio, Microsoft Excel

Frameworks & Practices: Project Management, Systems Analysis

PROJECT EXPERIENCE

Microsoft Excel

June 2024 - Aug 2024

Completed a series of advanced Excel projects as part of a university-level computer tools course, applying real-world data skills to solve inventory, billing, and financial modeling challenges

Client Building & Hours Analysis

- Built and analyzed datasets using PivotTables to summarize billable hours by department and task
- Applied VLOOKUP and IF functions to match contract data with time entries and flag missing records
- Utilized AVERAGE and SUM functions for workload metrics and performance trends
- Enhanced report clarity with conditional formatting and clean table structures for client-ready presentations

Sales Performance Analysis

- Analyzed multi-city sales data across departments using Excel functions such as SUM, MAX, and MIN to determine top-performing regions and overall revenue trends
- Created a dynamic spreadsheet to calculate monthly sales totals and highlight best and worst performing categories.
- Applied clear formatting, labels, and formulas to produce an intuitive report for performance review and decision-making

Inventory Management Tracker

- Built a structured inventory tracking system to monitor product ID, stock levels, cost, and retail pricing
- Applied Excel functions such as VLOOKUP, IF, and basic arithmetic formulas to automate inventory valuation
- Designed a scalable layout for quick stock assessment and retail margin evaluation across multiple product lines

Python Weather Bot

Feb 2023 - Mar 2023

- Designed and programmed a Discord bot in Python to provide real-time weather updates for any global location
- Collaborated in a team setting to integrate APIs, handle user input, and ensure conversational accuracy
- Focused on clear user interaction and information delivery using Python logic structures

EXPERIENCE

Project Manager & Design Consultant

Sept 2024 - Nov 2024

Blue Sky Planning Partners | Women in Business

- Led dual roles as Project Manager and Design Consultant in a business consulting program
- Collaborated with a team to deliver tailored marketing strategies for the client organization
- Communicated directly with the CEO and COO to align project direction and outcomes
- Designed and presented comprehensive marketing strategies focused on disaster preparedness and competitive positioning
- Synthesized research findings into a professional presentation for executive review

Lather Nature - Self-Owned Company

Jan 2020 - July 2022

- Launched and operated a small business focused on handmade, cruelty-free personal care products
- Oversaw product development, branding, customer engagement, and online sales strategy
- Directed social impact efforts by donating a portion of profits to organizations working to end animal cruelty
- Gained hands-on experience in business development, supply chain management, and mission-driven entrepreneurship

ACTIVITIES

Relevant Clubs: Women in Business, Management Information Systems Association