

# Pragya Badola

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## EDUCATION

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**San Jose State University** August 2020 - December 2024 | San Jose, CA

BS in Business Administration: Concentration in Management Information Systems

## WORK EXPERIENCE

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**Sales Associate** October 2023 - present | Tory Burch | San Jose, CA

- Create connections with customers to find products that best fit their interests and to increase client retention.

**Front Desk Assistant** October 2022 - September 2023 | Silver Creek Valley Country Club | San Jose, CA

- Assisted patrons with club affairs such as booking and planning events and locating club resources.
- Created **marketing flyers** for different events the club hosted.

**Administrative Assistant** August 2020 - April 2021 | Tykhee LLC | San Ramon, CA

- Facilitated communication between the customers and the organization to ensure customer satisfaction.
- **Analyzed patterns** in customer purchases to forecast upcoming trends.

**General Manager** April 2020 - July 2021 | Tutorly | San Ramon, CA

- Managed students' schedules on **Outlook** and provided progress reports to parents.
- Sent out payroll on a bi-weekly basis to all employees.

## LEADERSHIP EXPERIENCE

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**Director of Philanthropy** November 2022 - November 2023 | Alpha Omicron Pi | San Jose, CA

- Managed a campus-wide philanthropy to help raise money for the Arthritis Foundation.
- Raised **\$24,253** for the Arthritis Foundation.

**Chapter Leader** August 2021 - February 2023 | AYUDH | San Ramon, CA

- Created and led projects following the United Nations Sustainable Development Goals.
- Managed a volunteer team to plant 1000 trees within 6 months.

## VOLUNTEER PROJECTS

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**Social Media Manager** April 2020 - Present | Amrita Virtual Academy | San Ramon, CA

- Reached a **42%** increase in content interactions.
- Created graphics for different courses available.
- Scheduling weekly posts to increase awareness of courses that were offered.

## SKILLS

Project Planning & Management

Organization

Social Media Marketing

Outlook

Microsoft Excel

Canva

Proficient in Hindi and English