

Reenam Jot Kaur

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EDUCATION

B.S., Business Administration Management Information Systems Concentration Expected Graduation: May 2025 San Jose State University, San Jose, CA

High School Diploma May 2021 Valley Christian School, Dublin, CA

SKILLS

Python, SQL, C#, Photography, Microsoft Office Suite, MRP, Problem-solving abilities, Flexibility, Leadership, Teamwork, Management, Communication.

ACADEMIC PROJECT EXPERIENCE

Peer Connection Newsletter Feb 2023 - Present Peer Educator - San Jose State University

- Designed and implemented the Peer Connection Newsletter, fostering a sense of community and breaking barriers between peer educators and tutees
- Promoted relatability and empathy by highlighting peer educators as fellow students, sharing their experiences and personal stories in the newsletter
- Enhanced communication and collaboration among participants, leading to increased engagement, mutual understanding, and overall success in the peer education program

PROFESSIONAL EXPERIENCE

Peer Connections Jan 2023 - Present Embedded Tutor

- Fostered self-confidence and independence in tutees by employing CRLA-certified tutoring methods, focusing on critical thinking and problem-solving skills
- Assisted learners in identifying their strengths and challenges, guiding them to develop personalized learning and study strategies for academic success
- Contributed as a collaborative member of the Peer Connections team, providing individual and small group tutoring in designated areas while adhering to established guidelines and best practices

African American Department Aug 2022 - Dec 2022 Student Assistant

- Provided academic support to students, facilitating understanding of complex concepts and enhancing their overall performance
- Initiated and coordinated study groups, fostering collaborative learning environments and boosting students' preparedness for quizzes and exams
- Managed class attendance records and served as a liaison for group projects, ensuring effective communication and teamwork among students.

Kalsang Ama Cafe Oct 2017 - Jun 2019 Food Handling Assistant/ Cashier

- Delivered exceptional customer service by warmly greeting and attending to approximately 100 guests daily, ensuring a welcoming atmosphere
- Managed inventory and vendor relationships, resulting in significant grocery discounts and maintaining optimal stock levels
- Oversaw accurate payroll and bookkeeping processes while coordinating special events, contributing to seamless operations and memorable experiences for guests

RELEVANT COURSEWORK

Macro Economics, Micro Economics, Fundamentals of Leadership & Innovations, Business Statistics, Financial Accounting, Managerial Accounting, Business Calculus & Computer Tools for Business

VOLUNTEERING & ACTIVITIES

- Photography Club at SJSU (2022-2023) • Sikh Student Association SJSU (2022) •
- Member of Model United Nations (2019-2021) • SJSU Photo Guild (2022)
- Service Outreach Club (2019-2020)
- Jakara Movement Chapter SJSU (2022) •