

Simrit Mann

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SUMMARY

Results-driven Business Administration and MIS student searching for Information Technology internship and job opportunities while studying full-time at SJSU. Proficient in a diverse platform of technology apps while also being able to interpret the data being produced. Strong communication and organizational skills can be applied to real-world business-related problems.

EDUCATION

SAN JOSE STATE UNIVERSITY

San Jose, CA

BS in Business Administration, Management Information Systems (GPA: 3.6)

2024-Present

LAS POSITAS COLLEGE

Livermore, CA

AA in Economics and Business Administration, Highest Honors

2023-2024

WORK EXPERIENCE

BURLINGTON

Sales Floor Associate

June 2025-August 2025

- Assisted customers with locating resources, answering questions, all while ensuring they had a positive shopping experience
- Organize clothing shelves and have strong attention to detail to meet visual standards
- Balanced responsibilities in different departments to complete them promptly
- Collaborated with fellow team members to reach sales goals and resolve issues on the job

AMAZON

Tracy, CA

Learning Ambassador/Sortation Center Associate

May 2023-January 2025

- Lead a team of 40-50 associates through training at the Amazon while helping them understand each department and tool
- Utilized warehouse management software to track packages and ensure that the correct data was being transferred to the operations team

- Enforced attention to detail to guarantee packages were delivered to the correct destination
- Handled working in a fast-paced environment so that deliveries were occurring promptly
- Developed strong communications while working cross-functionally with a team of 100-plus associates and managers
- Processed 70 thousand packages collectively, which led to a new record for the facility

VOLUNTEER WORK

SIKHS FOR HUMANITY

Fremont, CA

Vaccination Drive Administrative Assistant

May 2021- July 2022

- 200-plus hours spent at the Fremont Gurdwara with this organization
- Organized paperwork from over 10 thousand patients over a span of 3 months
- Checked patients in and ensured that their insurance/social security was valid
- Communicated with a team of more than 10 medical professionals to ensure they had all the necessary supplies for vaccinations

LEADERSHIP POSITION

SJSU Sikh Student Association

San Jose, CA

Social Media Coordinator

August 2024-Present

- Collaborating with students to plan, organize, and execute events for students at SJSU
- Spreading information about Sikhism and educating others about the religion
- Organized an SSA formal event with over 500+ attendees, which included performances, dancing, and food

SKILLS

- Proficient in MS Word, MS PowerPoint, MS Windows, MS Excel
- Fluent in English, Punjabi, Hindi
- Familiar with technological devices (computer, scanner, camera, etc.)