

# 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.

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## 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*

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## 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
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## **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.)