

Simran Manwani

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EDUCATION

Lucas College of Business at San Jose State University San Jose, CA	August 2024
B.S. in Human Resources	Expected Graduation: May 2028

Relevant Coursework: Fundamentals of Management Information Systems, Fundamentals of Management and Organizational Behaviors, Public Speaking, Legal Environment of Business, Computer Tools for Business, Communication and Human Relationships

SKILLS & INTERESTS

- **Soft Skills:** Task Organization, Collaboration, Effective Written and Verbal Communication Skills, Active Listening, Eagerness To Learn,
- **Technical Proficiencies:** Canva, Photoshop, Excel, Python (In Progress), Google Workspace, Microsoft Office, AI in Project Management, Jira, Database Management
- **Personal Interests:** Dancing, Swimming, Traveling, Music, Shopping, Photography, Journaling

PROFESSIONAL EXPERIENCE

ElitSwim Club Swim Coach	San Ramon, CA
	June 2025 - August 2025

- Led swim practices independently, teaching proper techniques
- Cultivated strong relationships with swimmers and families throughout mentorship, leveraging effective verbal communication skills
- Managed scheduling and balanced multiple groups through strong task organization, ensuring efficient practices

Mental Health Business Presentation Member	San Jose, CA
	October 2024 - November 2024

- Ensured accountabilities and delegated tasks based on individual strengths, fostering effective collaboration
- Tracked progress using database management, tools, maintained communication between teammates and prioritized tasks based on deadlines
- Surveyed the class to collect mental health data, demonstrating eagerness to learn research methodologies

EXTRACURRICULAR ACTIVITIES & INVOLVEMENT

Swimmer Member	San Ramon, CA
	May 2010 – June 2024

- Maintain motivation, encourage myself and my teammates and have a supportive environment
- Communicate with new people, build trust and show interest in one another
- Improved my ability to prioritize tasks, stay focused on goals and balance multiple commitments

Dancer Member	San Ramon, CA
	April 2011 – June 2024

- Showcase choreography, promote the company's work and enhance audience engagement
- Share ideas, build on each other's strengths and improve the final piece together
- Create a schedule to be on track, set specific goals and be flexible on changes

Advancement Via Individual Determination (AVID) Member	San Ramon, CA
	August 2020 – June 2024

- Participate in group projects, engage with people at meetings and participate in panel discussions
- Collaborate on projects, brainstorm career goals and offer feedback on each other's work
- Effective note taking techniques, time management strategies and made study guides for several subjects

Women In Business Member	San Jose, CA
	August 2024

- Gain insights from guest speakers, gain knowledge about different fields and build connections with people in your field
- Organize mentorship programs, collaborate on work-life balance for women and discuss how women have an impact in the workforce
- Explore job descriptions, network with alumni in different sectors and participate in career fairs