

Swetha Nair

Business Management Information Systems

✉ swethanair@gmail.com

☎ (408) 768-6835

📍 San Jose, CA



EDUCATION

B.S. Business Administration
Management Information Systems
w/ Dance Minor

San Jose State University

📅 August 2021 - *current*

📍 San Jose, CA

SKILLS

Leadership Skills

Management Experience

Sales Experience

Python

Excel/Google Sheets

Quick Learner/Adaptable

Accounting

Budgets

WORK EXPERIENCE

Keyholder/Salesperson

Daniel's Jewelers

📅 February 2021 - September 2021 📍 Milpitas, CA

- Successfully sold upwards of \$450,000 worth of merchandise and contributed to bringing up store sales to top within company

- Promoted to Keyholder within two months of employment and Offered Manager position but had to decline due to university enrollment completed intricate opening and closing procedures

- Floated to provide coverage at many different storefronts which required much adaptability (different merchandise and set-ups)

- Experience creating and explaining credit accounts for customers with in-store credit line as well as Synchrony, Sunbit, lease-to-owns, and other accounts; multiple step process with faxing, calling, negotiating.

- Learned to sell one-on-one with customers that would walk-in as well as kept up with personal client list and phone call and store-front marketing. Experience with negotiation

- would complete bank runs, inter-store jewelry transfers, and repairs

Salesperson/Cashier

Bath & Body Works

September 2020 - February 2021 📍 Milpitas, CA

📅 • Consistently top salesperson: highest numbers for check-out add-ons, holiday box set sales, conversion rates, and email sign ups

- Worked with customers one-on-one to assist finding the perfect scents for them and those they are gifting to

- Provided high quality customer service while still being efficient with sales and handling large influx of customers, up to 500 in a shift

- Worked with inventory and restocking the store

Day-care/Summer Camp Instructor

Safari Kid

January 2018 - Feb 2019 (seasonal) 📍 Milpitas, CA

- supervised and educated children age 5-9 (up to 45 at a time), required high patience, communication skills, and empathy

- initially brought in as dance teacher, but kids listened to me so asked to be full-time instructor teaching: math, english, workouts, science, basketball, crafts

VOLUNTEER EXPERIENCE

Dance Team Captain/Manager

San Jose State University Sahaara (Desi Dance Network)

August 2021 - current 📍 San Jose, CA

- Choreographed and trained team in collaboration with others and on my own for competitive team in national Bollywood-fusion circuit most colleges in nation participate in; got team accepted into every competition we applied to + placing 1st and 3rd various time putting us at 11th on leadership board

- Coordinated with DJs, competition coordinators, and school club sports management and resources and provided consistent motivation

- Organized travel accommodations for team of 21-23 college students cross-country (Texas, North/South Carolina, as well as LA, SF, San Diego)

