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| **Sunjay Raman**  **88 E San Carlos Street, San Jose, CA 95112**  **(219)-252-9309/ sunjay.raman@sjsu.edu**  **LinkedIn: https://www.linkedin.com/in/sunjayraman1/** | | | | |
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|  | | | **OBJECTIVE** |  |
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| Highly motivated, organized and result oriented employee seeking entry-level opportunities to apply my skills and contribute to the success of the company. | | | | |
| **EDUCATION** | | | **EXPERIENCE** |  |
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| **San Jose State University**  San Jose, CA  Bachelor of Science- Business Administration, Management Information Systems  Expected to Graduate 05/2025   * Member of Sigma Alpha Epsilon Fraternity,   Cal Zeta chapter   * Member of SJSU Undergraduate Services   **Cypress High School**  Cypress, CA  High School Diploma, May 2021   * 3.5 GPA * Academic Honors Recipient * Seal of Biliteracy Recipient - Spanish * XC/Track and Field 2019-2021   **KEY SKILLS:**   * Collaborative team member * Microsoft Office proficient * Strong Problem Solver * Inventory Management * Professional and Friendly * Recordkeeping * Customer Support * Quick learner * Food Handler certified | | | December 2022- January 2023  **Operations Assistant Intern • Fizz Social Corp**   * Managed logistical details for launching the Fizz app at multiple universities in the US. * Maintained communication with customer service and dispatch to coordinate deliveries. * Identified internal problems and recommended solutions to upper management. * Monitored inventory levels and ordered new supplies to prevent shortages. * Planned routine operations and special projects under direction of operations manager.   August 2022- December 2022  **Cashier & Baker • Nox Cookie Bar**   * Delivered high level of customer service to patrons using active listening and engagement skills. * Operated cash register or POS system to receive payment by cash, check and credit card. * Processed sales transactions to prevent long customer wait times. * Tracked company inventories, moved excess stock, and arranged products to improve sales.   June 2022- August 2022  **Sales Associate • Luxottica Retail, Sunglass Hut**   * Helped customers find specific products, answered questions, and offered product advice. * Answered incoming telephone calls to provide store, products, and services information. * Built and maintained relationships with peers and upper management to drive team success. * Adhered to company initiatives and achieved established goals. * Arranged new merchandise with signage and appealing displays to encourage customer sales and move overstock items.   **REFERENCES**: – Available upon request. | |
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