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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, CABachelor of Science- Business Administration, Management Information SystemsExpected to Graduate 05/2025* Member of Sigma Alpha Epsilon Fraternity,

Cal Zeta chapter* Member of SJSU Undergraduate Services

**Cypress High School**Cypress, CAHigh 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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