Shreya Patel
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Objective

To obtain a position in the field of accounting and business to gain professional experience and utilize educational background.

Skills

Familiar with MS Word, PowerPoint, Excel
Personable

Motivated team player
Efficient at filing

Quick learner

Fluent in spoken Gujarati

Fast typing skills
Administrative work

Education

**Bachelor of Science**: Accounting, 2019

**SUNY Polytechnic Institute** – Utica, NY

* 3.55 GPA
* Dean’s List in Fall 2017
* Member of Accounting/Business Club
* Discussing current business news with other students in the same field of interest
* Relevant Courses
* Financial Accounting
* Finance Principles
* Marketing Principles
* Organizational Behavior
* Issues in Business & Society
* Business Communication
* Member of Anime Club
* Debating and discussing the pros and cons of Japanese animation

Work History

**Youth Group Leader**, 09/2009 to 09/2018

**Hudson Valley Indian Cultural Association** – Hurley, NY

* Implemented marketing strategies which resulted in growth of customer base.
* Responsible for creative design for key events.
* Worked directly with event coordinators to achieve maximum customer satisfaction.
* Delegated tasks to other Youth Group Members in order to run events more smoothly.
* Instructed younger members on Indian culture.

**Volunteer**, 2009 to 2012

**Town of Esopus Library** – Port Ewen, NY

* Cleaned and organized shelves, including the children’s area and magazine wall.
* Welcomed individuals of all ages into the library and helped them locate items.