

SIMRAN K. SINGH

✉ sks.simranksingh@gmail.com ☎ (718) 710-1409 📍 Queens, NY **in** simran-k-singh

EDUCATION

Rochester Institute of Technology - Saunders College of Business

Aug. 2021 - May 2023

Master of Business Administration (STEM-designated)

Cumulative GPA: 3.67

Rochester Institute of Technology - College of Liberal Arts

Aug. 2016 - May 2020

B.S. International & Global Studies

B.S. Applied Modern Language and Culture (Spanish)

Minor: Business Administration

EMPLOYMENT

RIT Undergraduate Admissions, Tour Guide, Rochester Institute of Technology, Rochester, NY

May 2022 - Current

- Provided tours and served as a resource to prospective students, families, and new faculty members while answering questions and concerns in a friendly and courteous manner.
- Assisted with open houses, social media posting, clerical work, and other duties as assigned.

RIT Education Abroad, Graduate Assistant, Rochester Institute of Technology, Rochester, NY

May 2022 - Current

- Organized and updated the study abroad program and the fellowship/grant databases using Microsoft Excel, which involved conducting extensive research on programs and providers.
- Assisted in additional projects related to the re-launching of its website. Projects include organizing fellowship database, study abroad program database, student records, and creating guides for exchange students, among others.
- Controlled the course approval process, which involved database management and organization. I used Microsoft Excel and our internal database to approve courses as they were accepted by faculty and the Registrar.
- Performed student conduct checks on perspective study abroad participants.
- Supported department employees with administrative and research tasks.

RIT Education Abroad, Front Desk Worker, Rochester Institute of Technology, Rochester, NY

Aug. 2021 - May 2022

- General responsibilities included providing helpful customer service to students and staff, booking advising appointments using Calendly, using Microsoft Outlook to communicate with other employees and keep track of schedules, performing data entry, answering phone calls, keeping the reception area clean and organized, as well as contributing to projects as needed.
- Projects include weekly COVID-19 trend tracking in host countries, organizing physical files and uploading them to the shared drive, creating and distributing flyers for events, etc.
- Assisted with the office's course pre-approval process by utilizing Microsoft Excel and the global education database system to update class lists and approvals twice a week, while also sharing the master list with the registrar office for evaluation.
- Presented an informational introduction to the global education programs available in an effort to provide guidance to students interested in education abroad once weekly, either in person or over Zoom.

SKILLS

LANGUAGES: Punjabi, Spanish (advanced)

CERTIFICATIONS: Adult and Pediatric First Aid/CPR/AED Certification, Hootsuite Platform Certification, Hootsuite Social Media Marketing Certification, Google Analytics for Beginners

SKILLS: Minitab, Tableau