

# Nirav Patel

Street Address

City, State Zip

(909)965-2446

[pateln2@csusb.edu](mailto:pateln2@csusb.edu)

---

**Objective** To have a position where prior experience, managerial skills and hardworking ability benefit an employer, while offering great service to end-users, clients and the general community benefit the organization.

---

- Qualifications**
- Experience - Acquired nearly 2 years of experience in the area of research management and praised for my ability to make excellent decisions under pressure.
  - Training - Provided technical and general training to new and returning telephone interviewers, mostly trained college students on a rolling basis.
  - Problem-solving - Increased the number of respondents for the Report on Business survey by actively contacting the appropriate purchasing managers by utilizing the proper SIC, Standard Industrial Classification, system codes to locate the appropriate organizations.
  - Technical expertise - Well experienced using the proper tools, computer software, to complete the duties and responsibilities assigned.
  - Teamwork - Successfully completed many assignments on the job as well as in the classroom with a high degree of performance on every project.
- 

- Education** **California State University, San Bernardino** **San Bernardino, CA**
- Attained a Bachelor's of Science in Business Administration with a concentration in Information Management, Computer Information Systems specialty. Graduated with Honors—3.6 cumulative GPA. 06/2009
  - Gained a thorough knowledge of an information system, which consists of people, procedures, data, software, and hardware. The following is a comprehensive list of my knowledge on the latter 2:

Software	Hardware
Windows 98, 2000, ME, XP, Vista, 7	Motherboards, Processors
MySQL, ER Assistant	RAM, Hard Drives
Oracle 11i	Printers, Scanners
ArcGIS 9	Expansion cards - NIC, Video, Sound
SPSS	Cabling - CAT 1-5,5e, coaxial, fiber optic
Microsoft Office, Adobe Photoshop	PC Peripherals
VirtualBox, VMware	Cable/DSL Modems, Routers, Switches

---

- Professional Experience**
- APN Market*
- Retail Clerk** 06/2008
- Maintain cash register, make regular deposits to the bank, and take customers. -
  - Manage inventory - make sure that inventory is regularly replenished. Present
- Institute of Applied Research*
- Project Coordinator** 12/2006
- Ensured quality research and productivity at IAR by efficiently managing its employees. -
  - Conducted and wrote an important monthly Report on Business (ROB) survey, which is taken by purchasing managers in the Inland Empire. 04/2008
  - ROB report is discussed in the *Press Enterprise* every month.

# Nirav Patel

Street Address

City, State Zip

(909)965-2446

[pateln2@csusb.edu](mailto:pateln2@csusb.edu)

## Professional Experience (Cont.'d)

### Assistant Project Coordinator

06/2006

- Managed shift supervisors and telephone interviewers.
- Ensured that all equipment at IAR remains in working order.

-

12/2006

### Shift Supervisor

02/2006

- Supervised telephone interviewers.
- Verified that quality research is being conducted at all times through the use of IAR monitoring system.

-

06/2006

### *Grand Canyon Travelodge*

### Assistant Manager

06/2007

- Supervised housekeeping and maintenance workers.
- Conducted a night audit on a daily basis.
- Maintained the reservation system, checked in/out guests.

-

09/2007

---

## Honors & Awards

- Co-Author of National Association of Purchasing Manager's (NAPM) Report on Business, which is published on the IAR website and discussed in the *Press Enterprise* every month.

- Included in the Dean's List

Fall 2006 - Spring 2009

- Recipient of information management departmental award

06/2009

- Recipient of the university honors award

06/2009

---

## Activities

Beta Gamma Sigma Honor Society, Member

04/2008 - Present

Information Security (InfoSec) Club, Member

10/2008 - 06/2009

Golden Key International Honour Society, Webmaster

10/2007 - 06/2009

American Marketing Association, Webmaster

12/2008 - 06/2009

---