

College Address:
724 Golden Harvest Circle
Blacksburg, VA 24060

Anuja D. Kelkar
akelkar@vt.edu
(571)-345-5244

Permanent Address:
3122 Ashburton Ave.
Herndon, VA 20171

OBJECTIVE Seeking a full time position as an Analyst in the IT field.

EDUCATION **B.S. Business Information Technology (Operations and Supply Chain Management)**

Graduation: December 2015

Virginia Polytechnic Institute and State University, Blacksburg, VA

GPA: 3.2

Related Coursework:

Enterprise Operations Planning & Control

Computer Simulation in Business

Project Management

Operations & Supply Chain Management

Advanced Supply Chain Management

Business Process Improvement

Quantitative Methods

Business Analytics Modeling

Business Computing and Applications

Networks & Telecommunicating in Business

SKILLS Radian6, Microsoft Office, iWork, Social Media, Arena, iBooks, Google Analytics, Sales, Visual Studios

LANGUAGES Spanish, Hindi, Marathi

EXPERIENCE **LifeFuels Intern**, Reston, VA May 2015-August 2015

- Organized strategic analytics plan.
- Analyzed social media channels using Google Analytics and other tools to determine best practices.
- Researched analytics tools for implementation.
- Visited distribution centers to determine best fit for the company's supply chain.

Apple Campus Representative, February 2014-December 2014

- Plan and run faculty and staff workshops to demonstrate Apple's products and applications such as iTunesU, iBooks Author, Keynote, Pages, and Numbers.
- Assist faculty with questions regarding any of Apple's products.
- Helped the University Bookstore to drive sales of MacBooks and iPads during freshman orientation in the summer.
- Completed sales training at the Apple headquarters.

Invoice Automation Intern, TEOCO, Fairfax, VA June 2013-August 2013

- Verified invoices were received through database.
- Communicated with various vendors regarding missing invoices.
- Updated and maintained invoice information in company databases.
- Entered paper invoices into paper suppression database.

ACTIVITIES PRISM (Pamplin Reinventing Social Media)-Analytics Team, 2013-present
Serengetee Campus Representative, 2014
SpotifyU Campus Influencer, 2013
Business Horizons Volunteer, 2013

HONORS Apple Product Professional, 2014
Dean's List, 2012-2013