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JR118151 - Reformatting Aide

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NIKITA PAWAR

Phoenix, AZ • (480) 599-9653 • nikitavpawar3005@gmail.com • LinkedIn:
https://www.linkedin.com/public-profile/settings?trk=d_flagship3_profile_self_view_public_profile

PROFESSIONAL SUMMARY

Graduate student in Information Technology at Arizona State University with 3.5 years of experience as an SAP Basis Consultant. Skilled in system administration, cloud fundamentals, cybersecurity practices, and large-scale SAP landscape management. Strong foundation in performance optimization, incident management (ServiceNow), and secure system operations. Seeking an IT/Cloud/Data/Cybersecurity internship to apply technical skills in a fast-paced, growth-oriented environment.

CORE COMPETENCIES

- SAP Basis Administration • Transport Management • Kernel Patching • SAP HANA • System Monitoring
 - Incident Management (ServiceNow) • Risk & Compliance • Cybersecurity Principles • Data Privacy
 - Cloud (Azure Fundamentals) • System Analysis • Technical Documentation • SDLC • Linux Administration
 - Problem Solving • Analytical Thinking • Team Collaboration • Time Management
-

EDUCATION

Master of Science, Information Technology (Expected May 2027)

Arizona State University – Phoenix, AZ

Key Coursework: Advanced Information Security (IFT 520), Systems Analysis & Design, Computer Architecture, Data Management, Cloud Computing

GPA-3.9/4.0(In progress)

Bachelor of Engineering, Electrical Engineering (2021)

Government College of Engineering, Jalgaon, India

GPA-3.6/4.0

PROFESSIONAL EXPERIENCE

SAP Basis Consultant | Fujitsu Consulting India Pvt. Ltd., Pune, India

Oct 2021 – June 2025 - Administered SAP Basis landscapes (ECC, S/4HANA, BW, CRM, SRM), performing daily system health checks and maintaining **99.9% uptime** for global business users. - Managed transport routes, client copies, and user provisioning; improved

incident resolution efficiency and reduced backlog by **30%**. - Resolved **100+ ServiceNow tickets monthly** with a 95% SLA compliance rate across high-priority incidents. - Executed kernel upgrades, SAP Router configurations, and add-on patching; applied SAP security notes proactively to strengthen system security. - Supported SAP PI/PO, Solution Manager 7.1/7.2, and Java Stack integrations, ensuring smooth cross-module data flow. - Performed OS/DB performance tuning and automated backup routines, improving reliability and compliance with SAP operational standards. - Collaborated with global teams to troubleshoot ABAP dumps, optimize background jobs, and enhance system performance.

ACADEMIC PROJECTS

Privacy in Voice-Activated Assistants (IFT 520)

Evaluated privacy and ethical challenges in Alexa, Google Home, and Siri by applying NIST Privacy Framework and ISO/IEC 27701. Identified surveillance risks, always-on microphone concerns, and user trust implications.

Serial Asset Tracker & Stockroom Management System

Designed a secure asset-tracking system using SDLC phases. Created process maps, authentication workflows, and database logic for tracking, approval, and reporting.

Computer Architecture Simulation Labs

Developed Python-based simulations of CPU pipelines, DMA operations, and I/O concurrency. Demonstrated instruction execution cycles, memory management, and interrupt handling.

TECHNICAL SKILLS

Languages: Python (Basic), C, C++, Java (Basic)

Cloud: Azure Fundamentals, basic knowledge of AWS

Databases: MS-SQL, Oracle, SAP HANA 1.0/2.0

SAP Systems: ECC, S/4HANA, BW, CRM, SRM, HR, Solution Manager, PI/PO, Gateway, Portal

Tools: ServiceNow, SAP GUI, SAP HANA Studio, MS Office

Operating Systems: Windows, Linux

Concepts: SDLC, Privacy Frameworks, Cybersecurity, Networking

SOFT SKILLS

Communication • Teamwork • Analytical Thinking • Problem Solving • Adaptability • Time Management

RESEARCH INTERESTS

Cybersecurity Governance • Privacy Engineering • IoT Security • Cloud Security • System Optimization

Dear Hiring Committee,

I am writing to apply for the Reformatting Aide position with ASU Library Preservation Services. As a graduate student at Arizona State University, I am detail-oriented, organized, and comfortable working with digital tools and file management systems.

I have experience working with computers, managing digital files, and performing structured, detail-focused tasks with accuracy. I am confident in my ability to assist with digitization processes, image handling, and maintaining organized electronic records while following established procedures carefully.

Thank you for your consideration.

Sincerely,
Nikita Pawar

Sai Sangavi Mudireddy

Tempe, Arizona, USA • 480-765-7508 • smudire4@asu.edu

SUMMARY

Graduate student at Arizona State University seeking the Reformatting Aide position within Preservation Services. Detail-oriented and technically proficient with experience in digital file management, image processing, structured data organization, and handling sensitive materials responsibly. Comfortable working independently on detail-oriented, repetitive tasks requiring precision and consistency.

EDUCATION

Master's in Computer Science

Aug 2025 - May 2027

Arizona State University, Tempe, AZ

4.00 GPA

Coursework: Cloud Computing, Data Processing at Scale, Data Visualization

TECHNICAL SKILLS

Digital Tools & Software

- Adobe Photoshop, Adobe Acrobat
- Microsoft Excel / Google Sheets
- File conversion & digital file management
- Windows & Mac operating systems

Programming & Technical skills

- Python, JavaScript, HTML5, CSS
- React.js, React Native
- Data preprocessing & structured data handling

Digital Media Familiarity

- Image formats: TIFF, JPEG, GIF, PNG, PDF
- Basic understanding of digital media organization and file naming standards

PROFESSIONAL EXPERIENCE

PricewaterhouseCoopers (PwC), Hyderabad, India: Software Engineer

Aug 2023 – Aug 2025

- Gained expertise in React Native and contributed to a project integrating Salesforce with React Native to improve iOS mobile app functionality. Transitioned to a cybersecurity role, managing ServiceNow and monitoring applications, escalating alerts to clients to ensure system security and operational continuity.

PricewaterhouseCoopers (PwC), Bangalore, India: Salesforce Developer Intern

March 2023 – Aug 2023

- Completed comprehensive training in Salesforce modules, including Administrator and Platform Developer, and earned certifications. Developed solutions using Salesforce LWC and Apex classes, enhancing technical expertise in Salesforce development with a focus on user-centered, practical solutions.

PROJECTS

Implementation of A Secured Watermarking Mechanism Using Cryptography

- Designed and implemented a secure watermarking system to protect digital assets by embedding imperceptible data into images. Analyzed image datasets to compare spatial- and frequency-domain techniques, evaluating quality, robustness, and performance trade-offs

Object Tracking Using Deep Reinforcement Learning

- A visual object tracker was implemented to find a bounding box tightly containing a dynamically moving target object, tracking the target by taking actions in each video frame.

STUDENT & LEADERSHIP EXPERIENCE

Student Services Assistant, MRECW, Hyderabad, India

Sep 2020 – Dec 2022

- Supported student-facing activities and campus programs in an academic environment.
- Assisted with coordinating events and managing group interactions.
- Served as a primary point of contact for students, providing guidance and support.

SAI SANGAVI MUDIREDDY

Tempe, AZ | smudire4@asu.edu | +1 (480) 765-7508

02-27-2026

Hiring Committee

Arizona State University

Dear Hiring Manager,

I am reaching out to convey my interest in the Reformatting Aide position with Preservation Services at Arizona State University Library. As a Master's student in Computer Science at ASU, I am particularly interested in supporting digitization efforts that preserve and make accessible the intellectual and creative work of the university community.

I understand that this role involves operating scanning equipment, processing digital images, converting file formats, managing electronic files, and handling rare or fragile materials with care. Through my academic and professional experiences, I have developed strong technical proficiency in digital file management, image handling, and structured data organization. I am comfortable working with Adobe Photoshop and Acrobat, managing file conversions, and organizing digital assets using consistent naming and storage standards.

In my professional experience at PwC, I worked in structured environments where attention to detail, adherence to procedures, and responsible handling of digital systems were essential. I regularly managed documentation and digital workflows that required precision and consistency. These experiences have strengthened my ability to follow detailed instructions carefully and maintain high standards of accuracy.

Additionally, my academic projects involving image processing and data preprocessing required careful management of digital media formats and structured file organization. I am comfortable performing repetitive, detail-oriented tasks that demand focus and accuracy. I understand the importance of preserving materials securely and handling both equipment and special collections with care and responsibility.

I am available to work 15 - 20 hours per week within standard weekday hours (9:00 AM - 5:00 PM), and I am able to work independently while meeting established deadlines and procedural requirements.

Thank you for considering my application. I would welcome the opportunity to contribute to Preservation Services and support the important work of digitizing and preserving academic materials.

Sincerely,

Sai Sangavi Mudireddy

ABHRONIL DUTTA

Tempe, AZ | (602)-743-1500 | adutta49@asu.edu | [linkedin.com/in/abhronil-dutta](https://www.linkedin.com/in/abhronil-dutta)

Summary:

Detail-oriented Computer Science student at ASU with a strong background in technical troubleshooting, data management, and leadership. Proven ability to handle complex digital workflows, including file conversion and metadata organization. Experienced in managing high-responsibility projects and directing team activities, seeking to leverage technical expertise to support ASU Library's digitization and preservation initiatives.

Education:

Bachelor of Science in Computer Science

Arizona State University, Tempe, Arizona

Expected Graduation - 2028

Department GPA - 3.97

Skills:

- **Programming & Technical:** Python, Java, JavaScript, HTML/CSS, MySQL, Digital File Conversion, File Management Systems, Data Entry & Validation.
- **Software & Tools:** Adobe Photoshop, Acrobat, Bridge, Microsoft Excel (Advanced), Google Sheets, Git/GitHub, Windows/macOS Troubleshooting.
- **Equipment & Media:** Digital Camera Operation, Flatbed Scanners, High-Speed Document Scanning, Multimedia Formats (TIFF, JPEG, PDF, WAV, MP4).
- **Soft Skills:** High-Level Responsibility, Independent Problem Solving, Detail-Oriented Task Execution, Leadership & Team Management, Time Management.

Professional Experience

Intern IT | ZSapiens Softech Pvt. Ltd. | Jun 2025 - Aug 2025

- Managed complex digital file workflows, converting diverse media types into functional local AI assets to reduce dependency on external APIs.
- Utilized precise data management and technical troubleshooting to integrate Mermaid.js and Hugging Face for automated presentation generation.
- Followed detailed technical procedures to adapt multilingual speech models, ensuring high-fidelity output for regional language processing.
- Collaborated with cross-functional teams to transform project requirements into organized, deployable digital tools while maintaining strict attention to detail.

Leadership Experience:

Vice President | Sur Devils (ASU) | Dec 2025 - Present

- Direct and supervise student activities, providing guidance and oversight for Marketing and Social Media teams to ensure timely completion of assignments.
- Exercise high-level judgment and responsibility in organizational planning, serving as the primary lead during the President's absence.
- Maintain rigorous organizational standards and accountability for band operations and internal communications.

Treasurer | Sur Devils (ASU) | Sept 2025 – Dec 2025

- Managed detailed financial records and data entry for club expenditures, ensuring 100% compliance with ASU financial policies.
- Operated independently to source university funding and present comprehensive monthly reports to the Executive Board.

Key Projects:

- **Distributed Key-Value Store (CLOG):** Developed a low-level storage system in C, demonstrating advanced technical proficiency, memory management, and systematic file organization.
- **LeetCode 1v1 Match System:** Engineered a real-time matchmaking system using AWS DynamoDB, showcasing the ability to manage large datasets and maintain high-concurrency state synchronization.

Abhronil Dutta

<https://www.linkedin.com/in/abhronil-dutta/> | adutta49@asu.edu | (602) 743-1500

February 27, 2026

Arizona State University,
Tempe, AZ, 85287

Dear Hiring Manager,

I am writing to express my strong interest in the Library Aide III position within Preservation Services at the ASU Library. As a Computer Science student at the Ira A. Fulton Schools of Engineering and a frequent user of our campus libraries, I am deeply invested in the university's mission to preserve intellectual activity through digital innovation. I am confident that my technical proficiency, leadership experience, and meticulous attention to detail make me an ideal candidate for this high-responsibility role.

The Library Aide III position requires a high degree of judgment and technical complexity-skills I have consistently demonstrated through my academic and professional projects. In my recent IT internship at ZSapiens Softech, I managed complex digital file conversions and integrated diverse media formats into functional AI workflows. This experience has made me highly proficient with Windows and Mac environments, as well as digital media formats including TIFF, JPEG, PDF, and WAV, which are central to your digitization projects.

Furthermore, my technical toolkit includes advanced experience with Adobe Photoshop and Microsoft Excel, allowing me to process images and manage data with the precision required for archival materials. My background in low-level programming (C) and distributed systems has instilled in me a rigorous approach to file management and an ability to follow highly detailed instructions independently.

As the Vice President of the Sur Devils at ASU, I am accustomed to supervising student workers and directing organizational activities. I am prepared to apply this leadership experience to oversee assignments or provide guidance to fellow student employees within the library as needed.

Regarding my availability, I am fully committed to meeting the 15-20 hour weekly requirement during the semester. I am available to work 20 hours per week and am also available to continue working through the summer break, ensuring consistent support for the Project Manager and ongoing digitization initiatives.

Thank you for your time and for the opportunity to contribute to the preservation of ASU's creative and research activities. I look forward to the possibility of discussing how my technical skills can best serve the ASU Library team.

Sincerely,

Abhronil Dutta

Nandini Dhupar

908-499-5546

ndhupar@asu.edu

www.linkedin.com/in/nandini-dhupar

Reformatting Aide

• Image & Document Software	• Microsoft Office	• Decision Making
• Google Suite	• Data Analysis	• Operations management
• File & Data Management	• Strong Communication	• Results Oriented

EDUCATION

Thunderbird School of Global Management, Phoenix, AZ

December 2027

Master of Global Management (Global Business)

Arizona State University, Tempe, AZ

December 2024

Bachelor of Science, Psychology, Minor in Dance (GPA 3.7)

• Deans List (2021-2024), NAmU University Scholarship UG

PROFESSIONAL EXPERIENCE

Program Support, BiermanAutism Centers, Scottsdale, AZ

January 2025-December 2025

• Coordinated structured documentation processes among 15+ staff members.

• Organized electronic record-keeping and storage of program documents.

• Entered and validated operational data with a high level of detail.

• Adhered to compliance procedures when handling confidential and sensitive documents.

Intern, Turo, Phoenix, AZ

December 2024-January 2025

• I contributed to the training process by structuring documentation into well-organized digital file systems.

• I assisted with document preparation, file conversion, and ensuring all documents were well organized in the digital system.

Student Success Coach, Student Success Center, ASU, Tempe, AZ

August 2023-December 2024

• I maintained updated digital files of students and monitored performance data using Excel and Google Sheets.

• I created well-organized online training modules, ensuring files were organized in a consistent manner.

• I worked alone, following extensive program guidelines.

• I carefully checked files to ensure accuracy and completeness of the information.

Office Support Assistant, SILC, ASU, Tempe, AZ

January 2022-August 2023

• I organized digital and physical files, keeping all information organized.

• I entered information correctly and maintained over 60 records per month using spreadsheets.

• I assisted with document processes that required close attention to detail and following procedures.

• I maintained confidential documents and electronic systems in a secure manner.

LEADERSHIP AND ACTIVITIES

• Lab Associate, Warrior Lab, ASU

May 2025-July 2025

• Yellow Rose Chair, Alpha Kappa Psi, ASU

August 2024-December 2024

• President, The Women's Network, ASU

March 2024-December 2024

• Lead Officer, Coalition of International students,ASU

November 2023-December 2024

• Teaching Assistant, LIA-101, ASU

August 2023-December 2024

• VP of Events, The Women's Network, ASU

August 2023-March 2024

TECHNICAL SKILLS AND ACTIVITIES

- Software: Microsoft Office, Google Suite, Adobe Photoshop, Adobe Acrobat, Slack, Humanity, KOHA, Zoom, Paylocity
- Language: English (Fluent), Hindi (Fluent)

Nandini Dhupar

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ndhupar@asu.edu

<http://www.linkedin.com/in/nandini-dhupar>

February 27, 2026

Hiring Committee
Preservation Services,
ASU Library

Dear Hiring Manager,

I am pleased to apply for the position of Reformatting Aide (Library Aide III) at Preservation Services, Arizona State University. As a current graduate student at ASU, working towards a Master of Global Management, and a former ASU student with a strong academic record, I am eager to join the team at ASU in preserving the university's intellectual and research resources through meticulous digitization work.

My background in university and program support has honed my skills in digital file management, meticulous documentation, and procedure adherence, which are directly applicable to digitization and archival tasks. As an Office Support Assistant at ASU, I was responsible for the management of both digital and hard copies, maintained consistent data entry through Excel and Google Sheets, and ensured that documentation systems were organized with emphasis on accuracy and confidentiality. The role required strict adherence to process guidelines and handling confidential information, similar to this position.

I also have experience with Adobe Acrobat and Photoshop software in document preparation and formatting, and I am familiar with different digital file formats, such as PDF, JPEG, and TIFF. I am confident in my ability to follow complex scanning and file naming procedures, properly process and convert digital files, and organize electronic storage systems in an efficient manner. My educational and professional experiences have solidified my skills in carrying out repetitive and detail-oriented tasks with consistency and quality.

In addition to my skills, I also possess reliability and the ability to work independently. In my previous positions, I have managed both structured and unstructured workflows, met deadlines, and contributed to team efforts with little supervision. I am aware of the necessary care when working with rare and sensitive materials and appreciate the importance of preserving archival and scholarly resources for future generations.

As an ASU student, I appreciate the university's focus on innovation, access, and impact. The mission of the ASU Library to preserve and facilitate research through digitization is one that I can relate to, and I would be honored to be a part of it. I am available to work 15-20 hours a week during the semester and am flexible within the required weekday schedule.

Thank you for your time and consideration. I look forward to the opportunity to contribute to Preservation Services.

Sincerely,

Nandini Dhupar

Chaitanya Abhay Muzumdar

Tempe, Arizona | cmuzumda@asu.edu | +1(480) 295 5003 | [linkedin.com/in/chaitanyamuzumdar](https://www.linkedin.com/in/chaitanyamuzumdar)

Professional Summary

Detail oriented student professional with experience as a library aide, known for delivering reliable customer service, accurate record keeping, and clear written communication in high volume environments. Skilled in reference style support, library stacks and collections maintenance, patron technology assistance, and event and outreach coordination. Comfortable working independently, managing multiple priorities, and creating welcoming, culturally respectful spaces for diverse campus and community users.

Education

Arizona State University, Tempe, AZ, USA

Master's in Computer Engineering

Aug 2025 – May 2027

CGPA: 3.78/4

University of Mumbai, Mumbai, India

Bachelor's in Electronics and Telecommunications

Aug 2018 – May 2022

CGPA: 7.8/10

Experience

Library Aide, University of Mumbai

Jan 2021 - Aug 2021

Mumbai, India.

- Provided reference style **help at the service desk** in person and online, answering questions and making accurate referrals.
- **Kept stacks organized** by re shelving, shelf reading, shifting sections, and retrieving materials **in call number order**.
- **Assisted patrons with technology needs** including printing, scanning, photocopying, and navigating library systems and databases.
- **Supported events and outreach** through setup, tabling assistance, coordination tasks, and basic promotional messaging.

Electronics Engineering Project Leader, Don Bosco Institute of Technology

Aug 2021 - May 2022

Mumbai, India.

- **Led end to end project delivery** from requirements interpretation to final simulation of SAE J2594 Based Wireless Power Transfer Charger for Electric Vehicles, with weekly milestones and faculty check ins.
- **Broke the project into phases and tracked execution** using a simple schedule, risk list, and change log to prevent rework.
- **Ran iterative simulation cycles** with parameter tuning and scenario testing, documenting assumptions and decisions for defensible reviews.
- **Delivered the final report and presentation** with a validated simulation baseline showing next step prototyping recommendations.

Cyber Security Engineer, Intertek Acumen Security

June 2022 – June 2025

Mumbai, India.

- Executed **Common Criteria** and **FIPS 140** aligned evaluations for **OS** and **network security products**, producing certification grade evidence and test artifacts.
- **Validated cryptographic module behavior and key lifecycle** controls for RSA, ECC, AES, SHA, and DRBG, including KATs, conditional tests, and **zeroization checks using GdB**.
- **Performed protocol security verification for TLS and SSH** using Wireshark, OpenSSL, and packet level analysis to confirm cipher suite negotiation and certificate validation behavior.
- **Built automation in Python, Bash, and PowerShell** for regression execution, log parsing, and evidence packaging to improve repeatability and reduce manual review time.
- **Coordinated** test plans and deliverables across engineering and evaluation stakeholders, communicating findings clearly, tracking timelines, and ensuring on time project execution across **US, Europe, and Asia**.

Skills

- **Tools:** Moodle, Google Workspace (Docs, Sheets, Drive, Classroom), PDF markup and annotation
- **Strengths:** Strong communication, Customer service mindset, Attention to detail, Organization and record keeping, Time management, Independent work ethic, Problem solving, Adaptability, Team collaboration, Cultural respect and awareness.

Arizona State University
Unofficial Transcript

Name: Chaitanya Abhay Muzumdar
Student ID: 1237919386

Print Date: 12/17/2025
External Degrees
University of Mumbai
Bachelor of Engr 02/01/2023

Beginning of Graduate Record

2025 Fall

Course	Description	Attempted	Earned	Grade	Points
CSE 565	Software Verif/Validation/Test	3.000	3.000	A	12.000
EEE 554	Probability & Random Processes	3.000	3.000	B+	9.999
EEE 591	Seminar	3.000	3.000	A	12.000
Course Topic: Communicatn Netwrk					
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	3.78	Term Totals	9.000	9.000	33.999
Cum GPA:	3.78	Cum Totals	9.000	9.000	33.999

2026 Spring

Course	Description	Attempted	Earned	Grade	Points
CSE 543	Info Assurance & Security	3.000	0.000	NR	0.000
CSE 545	Software Security	3.000	0.000	NR	0.000
CSE 551	Foundations of Algorithms	3.000	0.000	NR	0.000
		<u>Attempted</u>	<u>Earned</u>		<u>Points</u>
Term GPA:	0.00	Term Totals	0.000	0.000	0.000
Cum GPA:	3.78	Cum Totals	9.000	9.000	33.999

END OF TRANSCRIPT

Chaitanya Abhay Muzumdar

Tempe | cmuzumda@asu.edu | +1 480 295 5003

February 26, 2026

Lisa Dawson
Preservation Services, ASU Library
Arizona State University
Tempe, Arizona

Dear Ms. Dawson,

I am applying for the Library Aide III position with Preservation Services. This role aligns closely with my experience in library environments and my strength in process driven, detail-oriented work. I am excited by Preservation Services' mission to preserve and expand access to ASU's library and archival collections through high quality digitization.

My background blends library operations with technical, accuracy focused workflows. In my library experience, I supported daily operations and patron needs, including assisting with scanning and printing, maintaining organized spaces and materials, and providing reliable customer service. In my professional experience as a Cyber Security Engineer, I developed strong habits around following structured procedures, documenting work consistently, and performing careful verification, which translates well to digitization tasks where precision, file integrity, and quality control are essential.

In this position, I can support the full digitization pipeline by operating scanning and imaging equipment, handling rare and fragile materials carefully, processing and converting files, performing accurate data entry, and maintaining organized electronic file structures using consistent naming and storage standards. I am comfortable working independently with detailed instructions, staying focused on repetitive tasks without losing quality, and communicating clearly when an issue needs escalation or clarification. I also work confidently with spreadsheets for tracking and am comfortable on both Windows and macOS systems.

Availability: I can work 15 to 20 hours per week within the Monday through Friday 9:00 a.m. to 5:00 p.m. window, with scheduling adjustments around classes as needed.

Thank you for your time and consideration. I would welcome the opportunity to contribute to Preservation Services by delivering accurate digitization work, careful file management, and dependable support that helps preserve ASU's collections.

Sincerely,
Chaitanya Abhay Muzumdar
Tempe, Arizona

Micah Igos

(602) 881-8988

migos@asu.edu

Phoenix, Arizona

Education:

Arizona State University – Tempe, AZ

Bachelor of Fine Arts in Animation

Expected graduation May 2029

GPA: 3.8

Great Hearts North Phoenix Preparatory – Phoenix, AZ

High School Diploma

Graduated: May 2025

Honors Curriculum

Skills:

- Strong verbal and written communication
- Confident in public speaking and event facilitation
- Leadership and group coordination
- Highly organized and detail-oriented
- Punctual and Adaptable
- Proficient in Google Docs, Google Sites, and Google Slides
- Proficient in Procreate
- Familiar with Adobe Creative Suite
- Reliable, responsible, and comfortable academic environments

Professional Experience:

Freelance Digital Artist

- Completed 15+ artworks for clients, regularly checked in to check if it is to the client's liking, meeting deadlines and project expectations.
- Managed client communication and revisions professionally

- Built trust with clients through consistency and quality. Always met deadlines.

Event Emcee (Paid Engagements)

- Assisted in organizing and hosting a live event for audiences of around 100+
- Maintained audience engagement and stayed on schedule
- Adapted when the schedule needed a change and was able to continue the program smoothly
- Used consistent and confident communication

Leadership Experience:

Youth Leader – Missionary Families of Christ: Arizona

- Organized and planned events and volunteering activities
- Very involved and took many leadership roles
- Coordinated schedules, materials, and logistics
- Guided discussions and mentored younger members
- Maintained respectful environments
- Communicated clearly and trusted with all members of my group

Head of Makeup – School Production of Frankenstein

- Led makeup design and application for theatrical production
- Collaborated with production and set team to ensure visual cohesion

Volunteer Service:

- Served and prepped meals to give to the homeless (30+ service hours)
- Volunteered with Feed My Starving Children in food packing (24 service hours)
- Assisted in religious services as an altar server (10 years of service)

Campus/ Community Involvement:

- **Missionary Families of Christ** – member, youth leader

- **WIA at ASU (Women In Animation)** – member
- **Adventures Wanted Inc.** – member
- **Untitled Animation Club** – member

Awards:

- Scholastic Art & Writing Awards – Silver Key (Regional Art Award)
- Recipient of School Art Award, Senior Year

Micah Igos

(602)-881-8988

migos@asu.edu

February 26, 2026

Dear Hiring Manager,

I am a freshman at Arizona State University. I am currently majoring in Animation, and I am writing to express my interest in this Reformatting Aide student worker position. I am highly dependable, organized, and attentive to detail. I am very excited to contribute to a professional academic environment such as this.

Through my roles as a youth leader and a paid emcee, I have developed strong communication and leadership skills. These roles needed me to maintain my ability to maintain responsible, professional, and respectful environments while adapting to changing circumstances. Additionally, my work as a digital artist in freelancing has strengthened my organizational skills, time management, and commitment to meet deadlines while maintaining clear communication with clients.

As an artist, I deeply value academic spaces for learning. I appreciate the effort made to keep a learning environment that is organized and accessible with resources. Students need to use all the resources provided to them. I would be honored to help sustain that for other students as well. I would love the opportunity to assist students and staff while upholding a well-organized learning environment.

Thank you for your time and consideration. I look forward to the opportunity to contribute to your team.

Sincerely,

Micah Igos

Deep Kanubhai Jadav

Tempe, AZ | +1 (667) 320-3396 | djadav13@asu.edu
www.linkedin.com/in/ar-deep-jadav-374937147

Summary

Detail-oriented and technically proficient ASU graduate student with hands-on experience in digital imaging, file management, scanning, data entry, and handling delicate/rare materials from academic and archival projects. Proficient in Adobe Photoshop, Acrobat, Bridge for image processing/conversion, macOS/Windows environments, Microsoft Excel/Google Sheets for data organization, and digital media formats (TIFF, JPEG, PDF, etc.). Skilled in following precise procedures, performing repetitive detail-oriented tasks, maintaining organized electronic files, and ensuring secure/careful handling of sensitive items. Eager to serve as Library Aide III (Reformatting Aide) in Preservation Services at ASU Library, operating high-speed/flatbed scanners, digital cameras, automated copystands, processing images, converting files, managing digital assets, and supporting digitization of library/archival materials. Available 15–20 hours/week, Monday–Friday 9:00 AM–5:00 PM (full-day preferred); committed year-round with excellent reliability and punctuality.

Education

Master of Science in Construction Management and Technology	Expected May 2027
Arizona State University, Tempe, AZ	GPA: 4.22/4.00
Bachelor in Architecture	July 2021
L.J. School of Architecture, Ahmedabad, IN	

Relevant Experience

Academic Digitization & Imaging Support – Architecture & Construction Projects 2017 – Present

- Operated flatbed scanners, digital cameras, and copystands to digitize architectural drawings, models, and research documents; processed images in Adobe Photoshop/Acrobat/Bridge (cropping, color correction, format conversion: TIFF/JPEG/PDF)
- Managed digital file workflows: organized/structured electronic assets, performed batch conversions, ensured metadata accuracy, and maintained secure/organized storage following detailed procedures
- Handled fragile/rare materials with care; followed preservation protocols to avoid damage during scanning/imaging

Event Help Desk & Registration Assistant – Architecture Fest Apr 2020 – Dec 2021

- Scanned/processed registration documents and IDs for 600+ participants; performed data entry, file organization, and digital archiving of records
- Supported digital media tasks: captured/organized event photos, converted files, and prepared materials for distribution
- Demonstrated attention to detail, repetitive task endurance, and ability to follow precise instructions in high-volume setting

Library Assistant – L.J. College Jan 2016 – Dec 2019

- Maintained library collections and digital records; scanned/copied materials, organized electronic files, and assisted with basic digitization tasks
- Provided clerical support: data entry, filing, and handling delicate books/documents with care

Skills

- **Digitization & Imaging:** High-speed/flatbed scanners, digital cameras, automated copystands, Adobe Photoshop/Acrobat/Bridge (processing, conversion, editing)
- **File & Data Management:** Digital media formats (TIFF/JPEG/GIF/PDF/WAV/MP3/MP4), file organization/storage, data entry (Excel/Google Sheets), batch processing

- **Technical:** macOS/Windows proficiency, Microsoft Office Suite, Google Workspace; secure/precise handling of rare/fragile materials
- **Professional Core:** Detail-oriented, reliable/punctual, repetitive task endurance, following detailed procedures, initiative, confidentiality
- **Physical:** Lift up to 25 lbs, stand/sit for extended periods, climb library ladders, exposure to dust/airborne materials

Certifications

- Udemy Certified: Customer Service & Effective Communication
- Arizona Food Handler Certificate (Food Service Prep)
- Basics of Food Safety and Sanitation
- First Place – Software Fest (inter-university)
- 2nd Place – University Sports Event (India)

Availability

- Monday–Friday: Full-day flexibility within 9:00 AM–5:00 PM (15–20 hrs/week preferred)
- Committed year-round (including summers/breaks/holidays); excellent reliability and punctuality

Deep Kanubhai Jadav

January 27, 2026

Hiring Manager – Library Aide III (Reformatting Aide)
Preservation Services
ASU Library, Tempe Campus

Dear Hiring Manager,

I am excited to apply for the Library Aide III (Reformatting Aide) position to support digitization of library/archival materials in Preservation Services.

This role requires operating high-speed/flatbed scanners, digital cameras, automated copystands, and other equipment; processing images, converting digital files, managing files, performing data entry, and handling rare/fragile materials with care—within 9:00 AM–5:00 PM Monday–Friday (15–20 hrs/week).

My experience aligns well: Through academic projects in architecture/construction, I regularly digitized drawings, models, and research documents using flatbed scanners, digital cameras, and copystands; processed images in Adobe Photoshop/Acrobat/Bridge (color correction, cropping, format conversion to TIFF/JPEG/PDF); managed digital asset workflows with organized storage/metadata; and handled delicate materials following preservation protocols. I am proficient in macOS/Windows, Microsoft Excel/Google Sheets for data organization, and committed to detail-oriented, repetitive tasks with accuracy and care.

I am available 15–20 hours/week, Monday–Friday within 9:00 AM–5:00 PM (full-day preferred), and committed year-round (including summers/breaks). I look forward to contributing precision, technical skills, and dedication to preserving ASU's collections.

Thank you for your consideration. I would welcome the opportunity to discuss how my background can support digitization efforts.

Sincerely,

Deep Kanubhai Jadav
djadav13@asu.edu | +1 (667) 320-3396

Neel Gondaliya

+1 (623) 275 4772 || ngondali@asu.edu

EDUCATION

- **Arizona State University** | Bachelor of Science in **Architectural Studies** | Expected Graduation Dec' 27

SKILLS

- **Architecture and Interior Design Tools:**
Proficient in AutoCAD (2D & 3D drafting), SketchUp, and Revit for architectural modeling and documentation.
Experienced in Adobe Photoshop, Illustrator, and InDesign for architectural/professional presentations.
- **Front Desk & Administrative Skills:**
Experienced in managing front desk operations, handling inquiries, and providing customer.
Skilled in appointment scheduling, visitor coordination, and record management to ensure smooth office operations.
- **IT Support & Technical Assistance:**
Provided technical troubleshooting for hardware, software, and network-related issues in a professional setting.
Assisted in system updates, software installations, and IT infrastructure maintenance to optimize performance.
Experienced in data organization, digital file management, and software troubleshooting for improved efficiency.
- **Data Analysis & Documentation:**
Proficient in Microsoft Excel, MySQL, and Python for data analysis, visualization, and reporting.
Skilled in data-driven decision-making, trend identification, and database management to support operations.
Strong command of Microsoft Excel, Word, and PowerPoint for documentation and presentations.
- **Soft Skills & Competencies:**
Excellent problem-solving, communication, and adaptability in fast-paced environments.
Strong time management and attention to detail, essential for design accuracy and project deadlines.

PROFESSIONAL EXPERIENCE

Office Assistant

May 2025 - Oct 2025

Knowledge Enterprise | ASU, USA

- Managed administrative tasks, including handling phone calls, responding to emails, and organizing documents.
- Oversaw front desk operations by greeting clients, addressing inquiries, and directing visitors.
- Delivered exceptional customer service, enhancing client satisfaction and maintaining a positive company reputation.
- Maintained and updated records of customer interactions, transactions, and appointment schedules for improved efficiency.

IT Support Assistant

Apr 2023 - July 2023

Aconcept2design | India

- Provided technical assistance and troubleshooting for hardware, software, and network-related issues.
- Assisted in system updates, software installations, and maintenance of IT infrastructure.
- Managed and organized digital files, ensuring data security and accessibility for team members.
- Supported the team by optimizing design software performance and troubleshooting application errors.

Front Desk Manager

Dec 2022 - Feb 2023

Dev Enterprise | India

- Supervised front desk activities, ensuring a smooth and organized flow of visitors and inquiries.
- Coordinated appointment scheduling and maintained an efficient booking system.
- Assisted in processing customer transactions and handled payment-related inquiries.
- Provided customer support by addressing concerns and resolving issues professionally.

EXTRA-CURRICULAR ACTIVITIES

- **Cricket Leadership & Management:** Led high school and community-level cricket teams, overseeing team strategy, training sessions, and tournament logistics while ensuring peak performance.
- **Event Coordination & Organization:** Played a key role in managing sports and student events, including scheduling, logistics, and coordination, demonstrating leadership and teamwork.

ACADEMIC PROJECT

Inventory Management System: - It is a useful system software as it makes work reliable for the managers to retrieve up-to-date information at the right time in the right shape. The project can store records and produce reports in pre-designed format in soft copy, there is no facility yet to produce customized reports. The project was done using Python and MySQL and used Tkinter for GUI and MySQL connector for the backend to implement the project.

Neel Gondaliya

+1 (623) 275-4772 || ngondali@asu.edu

Dear Hiring Team,

I am excited to apply for the **Reformatting Aide position** with Preservation Services at ASU Library. I am highly interested in supporting the **digitization and preservation of archival materials**, and I value the important role libraries play in safeguarding intellectual and creative work. This opportunity aligns with my strong attention to detail, technical skills, and ability to work carefully with specialized materials.

Through my academic and technical experience, I have developed proficiency with **Adobe Photoshop, Acrobat, and image editing tools**, as well as experience working with both Windows and Mac systems. I am comfortable handling **digital file conversion, file management, spreadsheet tracking, and organized data entry**, ensuring that digital assets are accurately processed and stored. I understand the importance of maintaining proper file naming conventions, metadata accuracy, and structured digital workflows when supporting research and archival projects.

I am also confident in operating and learning specialized equipment such as **high-speed scanners, flatbed scanners, digital cameras, and automated copystands**. I handle electronic equipment and fragile materials with care, understanding that rare and archival items require patience, precision, and adherence to established procedures. My ability to follow detailed instructions and maintain consistency makes me well-suited for repetitive, detail-oriented tasks that require high accuracy.

In addition, I am comfortable working independently while maintaining close communication with supervisors and team members. I take initiative in ensuring tasks are completed on time and reviewed carefully for quality assurance. I am prepared to meet the physical requirements of the role, including lifting, retrieving materials from shelves, and working in environments with dust or archival materials.

I would be honored to contribute to Preservation Services by bringing **technical competence, strong organizational skills, careful handling of materials, and a commitment to accuracy** to this role. I am eager to support ASU Library's mission of preserving and providing access to valuable academic resources for the university community and beyond.

Sincerely,
Neel Gondaliya

DEV ENTERPRISE

ADDRESS: Isroli, Bardoli to Mahuva road, Isroli, Bardoli, Surat

EMAIL: deventerprise264@gmail.com

CERTIFICATE OF EXPERIENCE

Date: 04/04/2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Neel Gondaliya**, was employed with **Dev Enterprise** as a **Front Desk Manager** from December-2022 to February-2023.

During their tenure with us, Neel Gondaliya excelled as a Front Desk Manager in our real estate company, where they played a key role in managing customer interactions and ensuring smooth office operations. Their key responsibilities included:

- Greeting and assisting clients, potential buyers, and investors with professionalism.
- Managing inquiries related to residential projects, pricing, and availability.
- Coordinating property site visits and scheduling appointments for clients.
- Maintaining records of customer interactions, contracts, and project documentation.
- Collaborating with sales, construction, and administrative teams to streamline communication.
- Handling daily office operations, phone calls, and email correspondence efficiently

Neel demonstrated outstanding customer service, organizational abilities, and attention to detail, significantly contributing to client satisfaction and business efficiency. Their dedication and professionalism made a lasting impact on our team.

We wish Neel Gondaliya the very best in their future endeavors.

Yours Faithfully,
Dev Enterprise

FOR DEV ENTERPRISE



PARTNER

Date: 11/09/2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Neel Gondaliya, son of Bipin Gondaliya, was employed with A Concept2design as an IT Support Assistant from April-2023 to July-2023.

During their tenure with us, Neel Gondaliya demonstrated exceptional creativity, technical skills, and professionalism in interior designing. Their key responsibilities included:

- Providing technical assistance and troubleshooting for hardware, software, and network-related issues.
- Assisting in system updates, software installations, and maintenance of IT infrastructure.
- Managing and organizing digital files to ensure data security and accessibility for team members.
- Supporting team members by optimizing software performance and resolving application errors.
- Ensuring timely completion of projects within budget constraints

Throughout their time with our company, they have proven to be a dedicated, hardworking, and talented professional. Their contributions have significantly impacted the success of our projects.

We wish Neel Gondaliya the very best in their future endeavors.

For A CONCEPT2DESIGN

Yours Faithfully,



Ar. Bhargav Vadodariya



Rebal Nadeem

rebalnadeem04@gmail.com

+14804159492

Arizona State University

Dear Hiring Manager,

I am excited to apply for the Library Aide III position with Preservation Services at Arizona State University. Having developed a strong foundation in digital tools and archival support through my high school projects and previous internships, I am confident that I possess the technical skills and precision required for this role.

I have hands-on experience that aligns directly with your desired qualifications, including:

- Digital Preservation: Experience operating high-speed scanners, flatbed scanners, and digital cameras.
- Software Proficiency: Skilled in Adobe Photoshop, Acrobat, and Bridge for image processing and digital file conversion.
- Data Management: Proficient in Microsoft Excel and Google Sheets, with a disciplined approach to file management and data entry.
- Material Handling: Experience handling fragile materials with care and the physical ability to manage the demands of a busy library environment, including lifting and retrieving items from height.

I am a highly motivated individual who thrives in independent work environments and pays close attention to detail. I am here to contribute to the success of the ASU Library, and I am eager for the chance to prove my potential in an interview. Even if I am not the right fit today, I am committed to showing my value to this university and will continue to strive for excellence in all my pursuits.

As reliable attendance is a must, please find my schedule below:

- Monday: Not Available
- Tuesday – Friday: 8:00 AM – 4:00 PM

Thank you for your time and consideration. I look forward to the possibility of discussing how I can support your team.

Sincerely,

Rebal

Rebal Nadeem Malik

rmalik26@asu.edu | ASUID : 1239379495 | +1(480)-415-9492 | 708 South Lindon Ln, #4048, 85281

Education

- **Bachelor's in science in Computer Science** (Aug 2025 – May 2029)
 - o **Member Of Organizations:** Hacker Devils Club, SoDA, Air Devils
 - **Courses completed : CSE110, CSE205, Calculus 1&2, FSE100, PHY101**
 - **The Oxford School, Dubai - A Levels** (Aug 2023 – June 2025)
 - **AL Amana Private School – O levels** (Sep 2016 – June 2023)
-

Skills

Programming languages : Python, Java(core), JavaScript, HTML, CSS

Other Skills : Data Structures and Algorithms with Java

Soft Skills : Effective communication, Leadership, Problem Solving, Adaptability, Multi-tasking, Extended period focus, punctual and disciplined, Ability to follow step-by-step procedures

Analytical Thinking: Breaking down problems, evaluating evidence, and applying logical solutions

Technical Tools: MS Word, Excel, Google Docs, can write clean and efficient code

Experience

- 1) **Social media Internship, Steps Organisation, Dubai** (Certificate) (June 2024 – August 2024)
 - Worked with media team to plan attractive content for audience. I used to make posts and stories template for them plus marketing for them on their social media.
 - Gained experience, exposure and knowledge of career-specific procedures and systems.
 - Developed strong organizational and time management skills by completing multiple tasks simultaneously.
- 2) **Math, Physics, Eng and Business Tutor** (August 2023 – June 2024)
 - Provided one-on-one and group tutoring sessions in all 3 subjects, helping middle school students improve their understanding of key concepts and problem-solving techniques.
 - Assisted in exam preparation by organizing review sessions, clarifying doubts, and offering effective test-taking strategies.
- 3) **Data entry and accounts** (Certificate) (December 2024 – December 2024)
 - Worked in Quick corporation as an intern in data entry and checking accounts and separating the required files.
 - Generated reports using MS Excel, Access, and other database software tools.
 - Maintained accurate and up-to-date records of financial transactions.
 - Analysed business operations and trends to project future revenues and expenses
- 4) **Eureka club President, sports team vice president and Library assistant** (October 2024 – June 2025)
 - Experience in leading student counsel in my school. For 3 years as a vice president and a president.
 - Got many awards in school for doing Volunteer work in events and on sports days.
 - Exhibited strong leadership skills while providing guidance and direction to executive team members.
 - Created vision and strategic priorities that aligned with goals and visions of organization.
- 5) **Business Marketing Project:** (Certificate) (April 2023)
 - Main Purpose was to market the model by making its videos and socializing it all over internet. I used my graphic designing skills to make it eye catching for customers.
 - Participated in brainstorming sessions with colleagues to generate creative solutions for challenging issues.
 - Applied knowledge of various software applications such as MS Project, Excel, PowerPoint for tracking progress against milestones.
- 6) **Marketing Internship • De Montfort University, Dubai** (Certificate) (Dec 2024)
 - Revised and developed business plans to emphasize product line, pricing and inventory factors.
 - Conducted and oversaw contingency plan integration and operations.
 - Developed marketing or outreach media to communicate sustainability issues, procedures or objectives.

PROFILE

I am Kizzie Lee, an enthusiastic and detail-oriented B.S.E. in Mechanical Engineering candidate at ASU with strong foundations. Fluent in multiple languages and active in student organizations, I value teamwork, adaptability, and perseverance. I am seeking an on-campus job to gain hands-on experience while contributing meaningfully to the ASU community.

EDUCATION**B.S.E., Mechanical Engineering**

Expected Graduation, May 2027

Minor: Music

Arizona State University, Tempe, Arizona

3.72 GPA

Relevant Coursework: Experiment of MEMS Fabrication Process, 3D Modeling in SOLIDWORK/CAD/ANSYS, Programming in MATLAB/ C++, Mechanics of Materials, Thermodynamics, Fluid Mechanics, Structural Mechanics, Heat Transfer, Statics, Dynamics, Structure and Properties of Materials, Digital Design Fundamentals, Circuits, Applied Electronics, Precision Manufacturing Process, Heat Transfer, Structural Mechanics, Applied Experimental Statistic, System Dynamics and Control

SKILLS**Design and Modeling Tools:** SOLIDWORKS, AutoCAD, MATLAB, ANSYS, Microsoft office, Photoshop**Programming:** C, C++**Spoken Languages:** Mandarin (Fluent), English (Fluent), Cantonese, German (Elementary)**Soft Skills:** Problem-Solving, Teamwork & Collaboration, Adaptability, Attention to Detail, Creativity

WORK EXPERIENCE**Property Management Coordinator** (*Fall 2023-present*)

- **Manage 13 residential rental units**, maintaining a high occupancy rate through proactive tenant relations and strategic operations.
- Coordinated with specialized contractors (painters, electricians) for facility upgrades, ensuring projects were completed **within budget and on schedule**.
- **reducing vacancy periods by 84%** (from 3 months to 2 weeks) through professional photography, digital advertising and performing on-site property showings for prospective tenants.

PROJECTS**NightGuard — Automated Property Defense System** (*Fall 2024*)

- Built a low-cost automated wildlife or trespassers deterrent using Arduino, PIR sensors, servo, and strobe for farms/homes/construction sites.

ACTIVITIES**Society of Asian Scientist and Engineers (SASE) | Arizona State University***Jan 2024 - present***Varsity Tennis Player | National Sun-Yat Sen University***Sep 2022 - Jun 2024***Event Coordinator, Photography Club | National Sun Yat-sen University***July 2023 - August 2024*

Akshith Mohan Mulpuru

623-268-3933 — amulpuru@asu.edu — linkedin.com/in/akshithmohan

EDUCATION

Arizona State University, Tempe, AZ

Expected May 2028

Bachelor of Science in Finance

LEADERSHIP & CAMPUS INVOLVEMENT

ASU Finance Society, Tempe, AZ

2024 – Present

Student Leader

- Facilitate community-building initiatives and professional development workshops for finance students.
- Serve as a primary resource for members through strong communication and peer engagement.
- Coordinate logistics for meetings and events to ensure smooth execution and inclusive participation.

Indian Institute of Technology (IIT) Bombay, India

Jan 2023

Digital and Growth Modeling Workshop

- Completed training focused on digital strategy, growth modeling concepts, and analytics fundamentals.

PROFESSIONAL EXPERIENCE

Amazon DXM2 Fulfillment Centre, Manchester, UK

Sep 2025 – Jan 2026

Desk Operative

- Managed real-time inventory tracking and stock updates with high accuracy in a fast-paced environment.
- Followed safety protocols and operational procedures to maintain a secure and efficient workspace.
- Collaborated with team members to meet daily performance targets and quality standards.

Montfort School International

Aug 2022 – Feb 2024

Financial Accountant

- Maintained financial records and prepared statements with strong attention to accuracy and detail.
- Monitored budget compliance and managed payroll while handling sensitive financial data responsibly.
- Supported audits and ensured regulatory compliance and administrative transparency.

Ally Global Exims LLP, India

Spring 2024

Business Development Project

- Managed a \$500,000 budget and conducted market research to inform product and resource decisions.
- Supported strategic planning and cross-functional execution, contributing to a 15% market share increase.

TECHNICAL & OPERATIONAL SKILLS

Operational: Peer Mentorship, Safety Compliance, Conflict Resolution, Inventory Control

Software: MS Office (Excel, Word), Google Workspace, Adobe Acrobat, Slack

Technical: Python, Java, C++, HTML, Git, GitHub; Windows, macOS, Linux

Akshith Mohan Mulpuru
Arizona State University
Tempe, AZ
Email: amulpuru@asu.edu
Phone: 623-268-3933

February 25, 2026

Hiring Committee
Preservation Services
ASU Library
Arizona State University
Tempe, AZ

Dear Hiring Committee,

I am writing to express my interest in the Student Worker III – Library Aide III position within Preservation Services at ASU Library. I am particularly drawn to this opportunity because it combines technical work, attention to detail, and the preservation of important academic materials that support research and creative scholarship.

I am comfortable working with digital tools and technology, and I have experience using computers extensively in academic and professional settings. I am proficient in Microsoft Excel and other productivity tools, and I am confident in my ability to manage digital files in an organized and structured manner. My academic background has strengthened my attention to detail and my ability to perform repetitive, process-driven tasks accurately and efficiently.

I understand that this role requires careful handling of rare and fragile materials, as well as operating scanners, digital cameras, and image-processing tools. I am attentive, patient, and capable of following detailed instructions precisely. I take pride in completing tasks accurately and maintaining organized digital records. I am also comfortable learning new software platforms, including image editing and file conversion tools, and adapting to established digitization workflows.

In addition, I am dependable and able to work independently while maintaining consistent quality. I understand the importance of preserving intellectual materials responsibly and ensuring that digital files are processed and stored correctly.

I am available to work 15–20 hours per week between 9:00 AM and 5:00 PM Monday through Friday, and I would welcome the opportunity to contribute to the Preservation Services team.

Thank you for your time and consideration. I look forward to the opportunity to further discuss my application.

Sincerely,
Akshith Mohan Mulpuru

COVER LETTER

Dear Hiring Manager,

I am writing to express my interest in the Reformatting Aide position at Arizona State University. I am a detail-oriented and dependable student who takes pride in accuracy, organization, and maintaining high standards when handling important materials and records.

I understand that reformatting work requires careful attention to detail, consistency, and the ability to follow specific guidelines and procedures. I am comfortable working with digital files and physical documents, ensuring materials are accurately organized, labelled, and processed. My academic background has strengthened my focus, precision, and ability to complete structured tasks efficiently while maintaining quality.

I am confident in my basic computer skills and my ability to learn new systems quickly. I work well independently, stay organized, and manage my time effectively to meet deadlines. I also understand the importance of confidentiality and professionalism when working with institutional records and academic materials.

I would value the opportunity to contribute to ASU's operations by supporting accurate and efficient reformatting processes. Thank you for your time and consideration. I look forward to the opportunity to further discuss my application.

Sincerely,

Aaron Varghese James

Arizona State University

anola507@asu.edu

+1 602-582-7054

AARON VARGHESE JAMES

 (+1) 602582-7054  anola507@asu.edu

 [linkedin/aaron-james-69b04436b](https://www.linkedin.com/in/aaron-james-69b04436b)

 Tooker House
500 E University Dr,
Tempe, AZ , 85281, USA

OBJECTIVE

With a solid academic background in Mathematics, Computer Science, and logical reasoning, I have always been among the top-performing students at my school while consistently performing well in STEM fields, demonstrating problem-solving skills as well as language aptitude. Outside of academics, I am actively involved in leadership positions, science fairs, creative writing, art, and sports—making me a well-rounded student with strong enthusiasm for engineering, innovation, and research. I look forward to continuing a rigorous undergraduate degree in Computer Engineering to expand my knowledge and make valuable contributions to the global academic and technology world.

EDUCATIONAL QUALIFICATIONS

CBSE – CLASS 12 (MATHEMATICS, PHYSICS, CHEMISTRY, COMPUTER SCIENCE, ENGLISH)

Placid Vidya Vihar Senior Secondary School, Changanacherry, Kerala, India | **Graduation:** May 2025 | **Score:** 96%

CBSE – CLASS 10 (MATHEMATICS, SCIENCE, ENGLISH, FRENCH, SOCIAL SCIENCE, AI)

Indian Community School (Senior), Salmiya, Kuwait | **Completed:** 2023 | **Score:** 96.5%

PROJECTS

AIRPORT TICKET RESERVATION SYSTEM (ACADEMIC)

- Developed using Python & MySQL
- Created GUI with Tkinter, implemented CRUD operations
- Simulated real-time bookings, seat availability, and payment modules

PIEZOELECTRIC ROADS – ENERGY HARVESTING (NON-ACADEMIC)

- Designed concept for converting vehicle pressure into electricity
- Addressed cost, durability, and energy storage feasibility

AMPHIBIOUS/FLOATING HOUSING DESIGN (NON-ACADEMIC)

- Sustainable housing for flood-prone areas
- Applied fluid mechanics, architecture & environmental planning

STEM ENRICHMENT & INTERNATIONAL EXPOSURE

CERTIFICATE OF EXCELLENCE – MISSION ROBOTICS & ASTRONAUT TRAINING

Space Trek Program, Kennedy Space Center, Florida, USA (Nov 2022)

- Participated in robotics workshops and space missions
- Completed astronaut training simulations
- Recognized for teamwork and problem-solving excellence

CERTIFICATIONS & ONLINE COURSES

- Create Your First Python Program, UST
- Computer Science: Algorithms, Theory, and Machines, Princeton University
- Learn to Program: The Fundamentals, University of Toronto

PROFESSIONAL & SOFT SKILLS

- | | | |
|---------------------------|----------------------------|------------------------|
| • Python Programming | • Data Structures | • Team Collaboration |
| • MySQL Database | • UI/UX Basics (Tkinter) | • Time Management |
| • MS Excel (Intermediate) | • Report Writing | • Adaptability |
| • Canva Design | • Presentation Skills | • Research & Analysis |
| • Public Speaking | • Critical Thinking | • Leadership |
| • Algorithmic Thinking | • Creative Problem Solving | • Communication Skills |

AWARDS & HONORS

- Winner of Sastra Prathibha Award by Science International Forum, Kuwait (2018–19) (Academic & Science)
- 1st Prize in Interschool Science & Technology Exhibition – Shaastrotsav, Kuwait 2018 (Academic & Science)
- Top rank holder in Discover-I Academic Contest ICSK (2017–18, 2018–19, 2019–20) (Academic & Science)
- Outstanding Performer in Young Scientists Research Program, Science International Forum (2017–21)
- 2nd Position in Gyanotsav Science Fair – Physics, ICSK (Academic & Science)
- Finalist (GCC Level) in Bhavan’s Spell Bee (2013, 2016, 2017) (Language & Spelling)
- 1st Position – Spelling Contest, ICSK Mega Arts Fest (2016) (Language & Spelling)
- Winner in multiple Inter-school & Inter-branch quiz competitions (Quiz)
- Team Lead – School Quiz Team for General Knowledge & Science (Quiz)
- Winner in Painting, Poster Design, Pencil Sketching, and Cartoon Drawing contests (Arts & Culture)
- Winner in Elocution, Public Speaking, and Western Dance competitions (Arts & Culture)
- Champion in Basketball tournaments – ICSK & IBA Kuwait (2016–2023) (Sports)
- “Kalaprabhitha” Award for overall excellence in Arts, Sports & Academics (2016, 2018) (Special Recognition)

EXTRACURRICULAR ACTIVITIES

- Charity Convenor, School Social Responsibility Club (2024–25)
- Student RJ, Broadcasting Team, Indian Community School (2018–19)
- Literary and arts competitions: Poetry, Essays, Story Writing, Drawing
- Passionate in reading, dancing, basketball, and football

PERSONAL DETAILS

- Date of Birth : 16 February 2007
- Marital Status : Single
- Nationality : Indian
- Languages : **English** - Fluent | **Malayalam** - Native | **Arabic** / **French** - Basic | **Hindi** - Conversational
- **References : Available upon request**

I hereby confirm that all the details provided above are true to the best of my knowledge and belief. I am confident that I will approach my academic journey with dedication and integrity, and strive to contribute meaningfully to the learning environment and the reputation of the institution.

Srushti Parsana

+1 480-328-8409 | sparsan1@asu.edu | Tempe, AZ

SUMMARY

Sophomore Biomedical Engineering student with strong organizational and communication skills, experienced in data entry, research, and administrative support through academic projects. Proficient in MS Office and Google Drive, with a detail-oriented and dependable work style. Eager to support office operations while learning in a professional university setting.

EDUCATION

Arizona State University

Bachelor of Science in Biomedical Engineering; GPA: 3.52/4.0

Tempe, AZ

Aug 2024 – May 2028

The Galaxy School , Rajkot

International Baccalaureate Diploma Programme; 38/45

India

Nov 2021 – Nov 2023

EXPERIENCE

Intern

AI-Driven Inventory Prediction Tool | Applified, India

Summer 2025

- Developed an AI-powered tool that reads historical inventory data and predicts monthly product order quantities for small businesses.
- Integrated Google Sheets with automation platforms to generate dynamic email summaries for managers using GPT models.
- Designed a user-friendly workflow enabling real-time updates, reducing manual tracking and improving ordering efficiency

Independent Research Project | TGES - Wadi, India

2023

- Conceptualized, designed, and conducted a laboratory study independently.
- Extracted fruit pulp and peel samples to measure vitamin C concentration.
- Performed titration experiments and recorded data meticulously and Analyzed results and followed strict lab safety and experimental protocols. Additionally, demonstrated initiative, problem-solving, and independent laboratory skills

PROJECTS

eNABLE Tashmi Hand Prosthetic Design | Engineering Projects In Community Service (EPICS) - FSE 104

Fall 2025

- Served as Research Lead, analyzing existing prosthetic models and identifying feasible improvements for functionality and comfort.
- Contributed to CAD modeling and 3D printing of multiple design iterations to test motion range and usability.
- Collaborated on project documentation, ensuring design rationale, testing results, and user-centered insights were clearly presented.

Biosignal Analysis Research Project | Physiology for Engineers – BME 235

Fall 2025

- Designed and conducted an experiment to study the impact of emotional movie scenes on physiological signals, including ECG, EMG, respiration, skin conductance and body temperature
- Processed and analyzed biosignal data using Python, applying filtering, feature extraction, and statistical testing to evaluate emotional responses.
- Interpreted findings and presented results through clear visuals and written summaries, demonstrating strong analytical and research skills, and a final research report.

Mars Rover Prototype Design | Introduction to Engineering - FSE 100

Fall 2024

- Designed the rover's mechanical structure using CAD and optimized stability for step-to-step movement through iterative redesign.
- Fabricated and assembled the prototype using 3D printing and laser cutting; integrated components to ensure smooth mobility.
- Conducted research on existing Mars rover mechanisms to guide design decisions and improve functional performance

TECHNICAL SKILLS

Technical Skills: CAD modeling (SolidWorks, Fusion 360), mechanical design, structural optimization, rapid prototyping, 3D printing (FDM), laser cutting, prototype assembly, literature review, design benchmarking, engineering research, basic data analysis, AI workflow automation.

Tools & Software: SolidWorks, Fusion 360, Google Workspace, Pipedream, Make.com, Git/GitHub (basic), 3D printer slicers (Cura/PrusaSlicer), laser cutter interfaces, Google Sheets automation

Soft Skills: Strong research ability, problem-solving mindset, clear and professional communication, attention to detail, collaborative teamwork, leadership in group projects, adaptability, responsible and reliable work ethic.

2/25/2026
Srushti Parsana
ASU ID: 1234812984

Dear Hiring Manager,

I am writing to apply for the Library Aide III position in Preservation Services at Arizona State University Library. I am a sophomore at Arizona State University majoring in biomedical engineering, and I am interested in this opportunity because I enjoy detail oriented technical work and organized digital tasks.

Through my coursework and lab experience, I have developed strong attention to detail, accuracy, and consistency. I am comfortable following detailed procedures, working carefully with materials, and maintaining organized records and files. I also have experience using computers, spreadsheets, and digital tools for academic work, and I can quickly learn new software and equipment.

I am especially interested in supporting digitization work such as scanning, file management, image processing, and data entry. I understand the importance of handling rare and fragile materials with care and completing repetitive tasks with accuracy. I am able to work independently, stay organized, and follow instructions closely.

I would be excited to contribute to Preservation Services and support the digitization of library and archival materials. Thank you for your time and consideration.

Sincerely,
Srushti Parsana

Manav

Tempe, AZ — mnola361@asu.edu — (480) 741-5392

Detail-oriented graduate student with experience in digital file processing, equipment operation, and organized data management. Skilled in image handling, file conversion, and maintaining structured digital archives with accuracy and care.

Education

Master of Science, Computer Science

Aug 2025 – Present

Arizona State University

Bachelor of Technology, Computer Science and Engineering

Nov 2021 – Jun 2025

Gokaraju Rangaraju Institute of Engineering and Technology, India

Digitization & Digital Processing Experience

Digital File Management and Image Processing

2023 – 2025

- Processed digital images and converted files into appropriate formats (TIFF, JPEG, PDF).
- Organized and maintained structured digital file systems.
- Used Adobe Photoshop and Acrobat for image editing and file preparation.
- Entered metadata and tracked progress using Excel and Google Sheets.
- Followed detailed procedural instructions for consistent output quality.

Technical Equipment & Software

- Operated flatbed scanners and digital cameras (familiar).
- Worked in Windows and macOS environments.
- Managed electronic equipment securely and responsibly.
- Handled digital media formats: tif, jpeg, gif, pdf, wav, mp3, mp4.

Professional Skills

Attention to Detail, Repetitive Task Accuracy, Independent Work, File Organization, Procedural Compliance, Equipment Handling, Secure Data Management

February
Arizona
Tempe, AZ

24,
State

2026
University

Respected Hiring Manager,

I am writing to express my interest in the Library Aide III position with Preservation Services at Arizona State University Library. I am enthusiastic about supporting digitization efforts that preserve and make accessible the intellectual and archival materials of the university.

I have experience working with structured digital workflows that require attention to detail, file organization, and careful handling of equipment. I am comfortable operating scanners and digital imaging tools, processing digital files, performing file conversion, and maintaining organized electronic storage systems. I understand the importance of accuracy, consistency, and adherence to procedures when working with archival materials and digital preservation standards.

I am familiar with Adobe Photoshop and Acrobat for image editing and file preparation, and I have experience working in both Windows and macOS environments. I am comfortable using spreadsheet software such as Excel or Google Sheets to track digitization progress and maintain organized metadata records. I approach repetitive and detail-oriented tasks with patience and focus, ensuring quality and consistency across large volumes of material.

I am available to work between 15–20 hours per week during the semester within the required weekday hours. I would welcome the opportunity to contribute to Preservation Services and support the digitization of important library and archival collections.

Thank you for your consideration.

Sincerely,
Manav

Yahaira Ruiz

yiruib@asu.edu | 623-299-0942

OBJECTIVE: Reliable, professional, and responsible college student seeking a position where I can use my communication, organization, and creative skills in an effective working environment.

EDUCATION:

Arizona State University- Mesa, Arizona

Expected Graduation: May 2027

Bachelor of Science in Engineering

TECHNICAL/NON-TECHNICAL SKILLS:

- Microsoft Word, Excel, PowerPoint
- 3D AutoCAD Software
- MatLab, Arduino, Coding
- Analytical problem solving
- Data collection through different softwares
- Customer service experience
- Bilingual in English and Spanish

WORK EXPERIENCE:

Arizona State University, Tempe, AZ | Library Aid | February 2023 - Present

- Communicating with patrons and other associates
- Assisting patrons with their questions and library needs
- Picking up, scanning, organizing books, printing and scanning documents
- Checking out books, supplies, and culture passes
- Training new hires

Schneider Electric, El Paso, TX | Manufacturing Engineering Intern | May 2024- August 2024

- Programmed over 3,000 part numbers for machines such as the TruPunch, Amada 2510, Trulaser, and AmadaEMK.
- Utilized software such as Radan, Symmetry, Engineering Drawing Viewer, Creo, SAP, Excel, PowerPoint, Microsoft Word, and Microsoft Teams.
- Participated in the industrial engineering Order for Order (OFO) project and trained other team members.
- Rewarded for outstanding performance on the OFO project

Teacup Boba, Litchfield, AZ | Barista | April 2022 - August 2023

- Handling money from drink and food sales
- Cleaning and organizing products
- Communicating with guest and associates

ORGANIZATIONS/LEADERSHIP:

AZKosmos | Co-Founder | March 2024 - Present

- Handle communication in and outside of the group
- In charge of groups of 7 or more people
- Organize events

American Society of Civil Engineers | General Member | August 2023 - Present

- Apart of the concrete canoe team
- Help a create a canoe out of concrete and has to be usable
- Traveled out of state to participate in ASCE conference

K-Pop Dance Evolution | Secretary | August 2022 - May 2024

- Responsible for writing, sending, and responding to club related emails
- Wrote and distributed meeting notes and information to members
- Communicating and informing members

Yahaira Ruiz

Contact Information:

Yahairair25@gmail.com

623-299-0942

February 25, 2026

Dear LIB Administrative Services,

The Reformatting Aide position for the Preservation Services sparked my interest. When reviewing the position requirements, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a strong foundation of skills in problem-solving, attention to details, and communication that I have gained from my previous roles, specifically as a Library Aide at Hayden Library. I thrive in a team based environment, and I am confident my adaptability and initiative will contribute positively to your ongoing efforts within your department. My independent and detail-oriented outlook has been very beneficial.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the crew.

Thank you for your time and consideration of my candidacy.

Sincerely,

Yahaira Ruiz

Yukti Gandhi

1111 E Apache Blvd, Tempe, AZ 85281, United States
(480)-862-4113 • gandhi7476yukti@gmail.com

INTRODUCTION

International Student currently studying at W.P.Carey business school in Arizona State University for MS of AI in Business with a Bachelor's degree in Business Administration. Strong communication and organisational skills gained through academic research and NGO experience. Reliable, adaptable and quick learner.

SKILLS

- Customer Service & Front Desk Support
- Communication (Email, In-person, Phone)
- Microsoft Word, Excel & PowerPoint
- Data Entry & Basic Research
- Time Management & Organization
- Teamwork & Adaptability
- Documentation & Record-Keeping
- Basic Digital Marketing Knowledge

EDUCATION

MS AI in Business

Currently Enrolled

Arizona State University

- Master of Science

BBA

MAY 2025

Navrachana University

- Bachelor's

EXPERIENCE

Research Intern

Jan 2025

Navrachana University

- KHOJ Research Project, Conducted surveys and interviews with local community members also Collected, organised, and entered data using Microsoft Excel, Assisted faculty with documentation, reports, and basic research analysis and Collaborated with a team to complete research tasks within deadlines, Strengthened communication, time-management, and teamwork skills

Research Assistant

July, 2023

Mahavir Foundation Trust (NGO)

- Supported social research initiatives and field data collection, Communicated with individuals from diverse backgrounds in a professional manner and maintained accurate records and assisted with report preparation also performed administrative and coordination tasks as required

Social Media strategist

April 2024-Aug 2025

Navrachana University

- Member of Student Association club at Navrachana University, Handled their social media page, created content, marketing strategies, learned to work with group in professional manner

ACTIVITIES & PROJECTS

- Participated in Entrepreneurship Summit – Navrachana University
- Contributed to an academic research paper as part of coursework
- Completed MS Office certification course
- Model-making projects demonstrating creativity and hands-on skills

ADDITIONAL INFORMATION

- Languages: English(Fluent), Hindi(Fluent), Gujarati(Fluent).
- Sports and Athletics Enthusiast: Proven ability to excel in team environments, showcasing leadership, strategic planning.
- Arts & Craft; Active participant in fields of Arts & Crafts.

Yukti Gandhi

1111 E Apache Blvd

Tempe, AZ 85281

(480) 864-4113

gandhi7476yukti@gmail.com

ygandh10@asu.edu

Dear Hiring Manager,

I am writing to express my interest in the part-time position at your organization. I am currently pursuing my MS in AI in Business at Arizona State University and am eager to contribute my strong communication, organizational, and customer service skills to your team.

Through my academic and professional experiences, I have developed strong interpersonal and administrative abilities. As a Research Intern at Navrachana University, I conducted surveys, managed data using Microsoft Excel, and assisted with documentation and reporting. Additionally, while working with Mahavir Foundation Trust, I supported research initiatives, maintained records, and communicated with individuals from diverse backgrounds in a professional and respectful manner.

These experiences strengthened my attention to detail, time management, and ability to work both independently and as part of a team. I am reliable, adaptable, and quick to learn new systems and processes. I am confident that I can provide excellent service and positively represent your organization.

I would welcome the opportunity to further discuss how I can contribute to your team. Thank you for your time and consideration.

Sincerely,

Yukti Gandhi

DEEPINDERJIT SINGH

(623) 349-8148 | dsing142@asu.edu | [linkedin.com/in/deepinderjitsingh/](https://www.linkedin.com/in/deepinderjitsingh/)

SUMMARY

Graduate Electrical Engineering student at Arizona State University with strong experience in data management, documentation, and cross-functional coordination. Experienced in high-footfall environments requiring professionalism, organization, and real-time problem solving. Skilled in research, structured information management, and supporting users with technology. Committed to contributing to inclusive, community-centered spaces through high-quality service, outreach support, and clear communication.

EDUCATION

Arizona State University
MSE in Electrical Engineering

Tempe, AZ

SKILLS

Research & Documentation: Structured documentation, record management, research using digital resources and databases, clear written communication

Technology & Productivity: Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Google Workspace (Docs, Sheets, Slides, Drive), spreadsheets/dashboards, technology troubleshooting and user support

Design & Content Tools: Adobe Creative Suite (Photoshop, Illustrator, After Effects, XD, InDesign), Figma, Canva; digital asset creation and social media-ready content

Core Competencies: Customer service, public engagement, event/outreach support, organization, time management, teamwork, professionalism

PROFESSIONAL EXPERIENCE

Intern — Semiconductor Manufacturing / Device Engineering

Jan 2025 – Jul 2025

Continental Devices India Limited (CDIL) | India

- Collaborated with cross-functional teams across **Production, Quality, and Reliability** in a high-precision environment requiring accuracy, professionalism, and detailed documentation
- Analyzed process data and maintained structured records to support **technical troubleshooting** and root-cause analysis
- Assisted in process optimization and yield improvement initiatives by documenting observations and supporting evaluation workflows
- Designed and structured comprehensive **Excel dashboards** compiling production data for **350+ devices** (3,500+ data entries), improving accessibility and tracking of reliability history and yield performance
- Communicated findings clearly across stakeholders, strengthening coordination and documentation skills applicable to research and service settings

LEADERSHIP & ENGAGEMENT

Event Management — Saturnalia (Annual Cultural Fest)

2022 – 2023

Thapar University | Patiala, India

- Led operations, logistics, and crowd management for a large-scale annual university festival with high foot traffic, ensuring a safe and welcoming attendee experience
- Provided attendee support and directional assistance; resolved on-ground issues in real time while maintaining professionalism
- Headed sponsorship outreach, securing 3 corporate sponsors and funding approximately 30% of the overall festival budget
- Coordinated schedules, vendors, and volunteers to deliver smooth event execution

Student Coordinator — Events Committees

2023 – 2024

Thapar University | Patiala, India

- Supported planning and execution of cultural, technical, and sports events; assisted with outreach-style engagement and participant coordination
- Managed **registrations, documentation, and structured data records**, ensuring accurate information handling and timely communication
- Acted as a liaison between faculty, organizers, and volunteers to maintain operational efficiency and clear stakeholder communication
- Strengthened multitasking and time management through recurring event operations in high-activity environments

Event Lead — Robo Buggy Robotics Competition

Aug 2024

Thapar University | Patiala, India

- Led planning and on-ground execution, coordinating technical setup, safety protocols, and event flow in a structured academic setting
- Managed participant registrations, judging coordination, and competition logistics to ensure smooth and fair execution
- Coordinated with technical teams, volunteers, and faculty advisors for setup, testing, and troubleshooting
- Oversaw crowd management and scheduling during live runs, ensuring adherence to timelines and addressing real-time issues

COMMUNITY ENGAGEMENT

Community Volunteer — Local Gurudwara

India

- Supported high-volume community operations, including food service coordination (Langar Seva) and facility upkeep
- Helped manage materials, supplies, and cleanliness to maintain an organized and welcoming shared space
- Assisted elderly community members with guidance and basic support during services and events
- Communicated respectfully with visitors and community members, contributing to an inclusive environment

AISHWARYA SRIVASTAVA

☎ (623) 273-4002 ✉ asriv144@asu.edu  [linkedin.com/in/aish-sv123](https://www.linkedin.com/in/aish-sv123)  github.com/1998-aish

SUMMARY

Detail-oriented graduate student in Data Science and Analytics at Arizona State University with 4+ years of combined industry and academic experience. Strong background in application support, data analysis, process documentation, and software testing. Experienced in working with business analysts, supporting enterprise systems, creating clear documentation, and providing first-line technical support. Excellent written and verbal communication skills with a strong ability to learn new technologies quickly in a team-based environment.

PROFESSIONAL EXPERIENCE

Arizona State University | Grader (On-Campus)

2024 – Present

Tempe, AZ

- Grade homework, quizzes, exams, and short-answer responses for 160+ students using Canvas and standardized rubrics
- Provide timely, constructive written feedback to support student learning and performance improvement
- Assist faculty with grade recording, assignment management, and responding to routine student inquiries
- Support academic integrity by identifying potential misuse of external platforms.

Accenture | Data Analyst – Automation & Insights

Apr 2023 – Dec 2024

Bengaluru, India

- Supported business and technical teams by analyzing requirements and validating data outputs
- Built and maintained Python-based automation and reporting workflows, improving efficiency and accuracy
- Created and maintained process documentation and validation checklists for recurring tasks

DXC Technology | Software Engineer

Jul 2020 – Mar 2023

Bengaluru, India

- Developed and supported Python and SQL-based data pipelines with strong emphasis on reliability and testing
- Assisted in application support activities including issue investigation and root-cause analysis
- Created technical documentation and supported knowledge transfer for team members

ADDITIONAL HIGHLIGHTS

- Experienced in managing discussion boards and actively engaging with learners in online course environments
- Comfortable applying standardized grading templates and conducting qualitative reviews of short-answer and written responses
- Strong organizational skills with a consistent record of meeting grading, feedback, and reporting deadlines

SKILLS

Business & Data Analysis:	Requirements Review, Test Case Preparation, Data Validation, Reporting, Workflow Analysis
Application & Technical Support:	First-Line Support, Issue Tracking, Access Management, System Testing, User Support
Process & Documentation:	Business Process Documentation, Workflow Diagrams, Technical Documentation, SOP Creation
Programming:	Python, SQL, Object-Oriented Programming
Data Tools:	Excel, Power BI, Pandas, Jupyter Notebook
Platforms & Systems:	PeopleSoft, CRM Systems, Canvas LMS, Microsoft Office, Google Workspace
Visualization & Diagramming:	Visio (Familiar), Lucidchart (Familiar)
Communication & Collaboration:	Stakeholder Communication, Cross-Functional Collaboration, Clear Written Documentation, Professional Email Etiquette

EDUCATION

M.S. in Data Science and Analytics (Computing and Decision Analytics)

Expected Jan 2027

Arizona State University, *Tempe, Arizona*

GPA 4.00

B.Tech in Computer Science

Completed May 2020

Dr. B.C. Roy Engineering College, *West Bengal, India*

GPA 3.5

(623) 273-4002
asriv144@asu.edu

Preservation Services
Arizona State University Library
Tempe Campus

Dear Hiring Committee,

I am writing to express my interest in the Library Aide III position within Preservation Services at ASU Library. As a current ASU graduate student with strong technical, organizational, and detail-oriented experience, I am enthusiastic about supporting digitization efforts that preserve and advance the university's research and creative work.

Through my academic background in Data Science and my prior professional experience, I have developed strong file management, data processing, and documentation skills. I am comfortable working with structured file systems, performing careful data entry, and maintaining organized digital records. My experience with Excel, digital tools, and image/data handling aligns well with file conversion, image processing, and digital asset management tasks required in this role.

I am attentive to detail and capable of performing repetitive, precision-based tasks while maintaining high accuracy. I understand the importance of handling rare and fragile materials with care and following detailed procedural guidelines. Additionally, I am comfortable working with scanning equipment, digital media formats, and maintaining secure file storage systems.

I am available to work 15–20 hours per week between 9:00 AM and 5:00 PM, Monday through Friday, and can adjust my schedule around academic commitments as needed.

Thank you for your consideration. I would value the opportunity to contribute to Preservation Services and support ASU Library's mission of preserving and providing access to scholarly materials.

Sincerely,
Aishwarya Srivastava
Arizona State University

Radwan Alandonsoi

raalando@asu.edu | 623 298 9560 | linkedin.com/in/radwan19 | github.com/radwanaj

SUMMARY

Junior Computer Science student with strong organizational, communication, and customer-service skills. Experienced in high-responsibility operations and supporting people in fast-paced environments.

EDUCATION

Bachelor of Science, Computer Science (Cybersecurity)

Arizona State University

Jan 2023 – May 2027

GPA: 4.00 / 4.00

Relevant Coursework

- **pwn.college** – Introduction to Cybersecurity
- **Information Assurance**
- **Operating Systems**
- **Computer Network Security** (Current)

TECHNICAL SKILLS

- **Programming:** Python, JavaScript, HTML/CSS, C++, Java
- **Frameworks & Databases:** PostgreSQL, Flask, psycpg2
- **Tools & Systems:** Windows, Microsoft Office, Google Workspace, Git/GitHub, VS Code, Linux, MacOS, MS Project

PROFESISOANL EXPERIENCE

FAA Licensed Aircraft Dispatcher

Saudia Airlines

2018 – 2022

- Planned and validated 100+ flight plans per shift, ensuring full regulatory compliance.
- Analyzed weather and fuel requirements to improve operational efficiency and risk mitigation.
- Coordinated time-critical information with flight crews, ATC, and cross-functional teams.
- Made rapid, high-pressure decisions to escalate risks and resolve operational issues.

PROJECTS

Secure Encrypted Client-Server Messaging System

Python, AES-256, HMAC-SHA256, TCP

- Built a secure TCP client-server protocol using AES-256-CBC and HMAC-SHA256.
- Implemented custom message framing and tamper detection to ensure confidentiality and integrity.

Grocery Management Web App

Python, Flask, PostgreSQL, JS, HTML/CSS

- Built a Flask web app with PostgreSQL, implementing authentication and full CRUD.
- Created database migrations, seed scripts, and an interactive JavaScript frontend.

Radwan Alandonosi

www.linkedin.com/in/radwan19 | Raalando@asu.edu | (623) 298-9560

February 24, 2026

Dear Hiring Committee,

I am a junior Computer Science (Cybersecurity) student at Arizona State University, applying for the Reformatting Aide (Student Worker III) position with Preservation Services. I am particularly drawn to this role because it combines technical precision, digital file management, and responsible handling of important materials, areas where I have demonstrated strong capability.

My academic and technical background has prepared me to work confidently with digital systems, file organization, and structured workflows. I am experienced with Windows, MacOS, Microsoft Office, and Google Workspace, and I regularly use tools such as GitHub and VS Code in structured development environments. Through my programming projects, including building a secure encrypted client-server system and a full-stack Flask web application, I have developed careful attention to file structure, naming conventions, data integrity, and systematic documentation. These skills directly translate to image processing, file conversion, and organized electronic storage.

Previously, as an FAA Licensed Aircraft Dispatcher at Saudia Airlines, I worked in a high-responsibility environment where accuracy, compliance, and procedural discipline were critical. I validated over 100 flight plans per shift, analyzed operational data, and coordinated time-sensitive information across teams. This role required strict adherence to detailed procedures, careful handling of regulated documentation, and consistent focus during repetitive, high-stakes tasks, experience that aligns closely with digitization workflows and quality control responsibilities in Preservation Services.

ASU Library's mission to preserve the intellectual activity of the university strongly resonates with me. I value precision, organization, and long-term impact, and I would approach the handling of archival and fragile materials with the utmost care and professionalism.

I am available 15–20 hours per week within the required schedule and would welcome the opportunity to contribute to the ASU Library team. Thank you for your consideration.

Sincerely,

Radwan Alandonosi

Arun Teja Reddy Kallam

(480)-937-6420 | akallam3@asu.edu | linkedin.com/in/akallam3

EDUCATION

Bachelor's in Computer Science(4.0 GPA, Dean's List)
Arizona State University

August 2023 – May 2027
Tempe, AZ

WORK EXPERIENCE

Box Office Clerk

Sun Devil Athletics

May 2025 – Present

Tempe, AZ

- Provide in-person and phone support for ticket sales, event inquiries, and will-call distribution.
- Process cash and credit transactions accurately while following NCAA and ASU policies.
- Resolve ticketing and seating issues to ensure a smooth guest experience.
- Collaborate with team members to manage event-day entry flow and operations.

Concessions Worker

ASU Gammage

Feb 2025 – Present

Tempe, AZ

- Delivered VIP guest services and efficiently processed POS transactions during high-volume events.
- Ensured compliance with sanitation and safety protocols while maintaining workstation cleanliness.
- Supported inventory management, restocking, and end-of-shift reporting to streamline operations.
- Supported team operations by providing fast and courteous customer service.

Junior Data Analyst Intern

Food Forest AI

June 2025 – July 2025

Remote

- Cleaned and verified datasets using Excel and Google Sheets for accurate reporting.
- Conducted data quality checks using Python scripts to identify and resolve errors.
- Extracted and enriched data from HTML pages and catalog files using GPT workflows.
- Mapped roles, addresses, and digital presence while removing duplicates for database accuracy..

Store Associate

KVR Mart

May 2022 – June 2023

Sattenapalli, India

- Managed front desk operations and processed POS transactions efficiently.
- Provided in-store, phone, and email customer service in a fast-paced environment.
- Managed inventory using Excel and Google Sheets; utilized Google Workspace for communication.
- Supported daily operations, resolved customer/vendor inquiries, and helped meet sales goals.

LEADERSHIP

School Leader | Dr. KKR Gowtham School – Guntur, India

July 2019 – March 2020

- Represented the student body and acted as a liaison between students and faculty.
- Led initiatives to improve student engagement and participation.
- Coordinated school-wide events and leadership activities.
- Supported peers by addressing academic and organizational concerns.

SKILLS

Technical Skills: Data Cleaning & Analysis, Data Management, Excel, Google Sheets, Python for Data QA, POS Systems, Salesforce, Microsoft Office Suite, Google Workspace, Adobe Creative Cloud

Professional Skills: Customer Service, Clerical Support, Administrative Assistance, Event Operations, Payment Processing, Communication, Problem-Solving, Organizational Skills, Financial Management, Time Management

CERTIFICATIONS

- **Certified AI Associate** – Salesforce (ID: 5454137)
- **Business Leadership Management, Time, and Project Management** – Udemy
- **Sales Management** – HubSpot Academy
- **Business Management** - Oxford Home Study Centre
- **Customer Services** – Oxford Home Study Centre

Volunteer Experience

- Assisted first-year students during ASU's First-Year Student Connect event, fostering inclusivity.
- Volunteered at local orphanages, distributing food and clothing to those in need.

ARUN TEJA REDDY KALLAM

(480) 937-6420 | akallam3@asu.edu | [linkedin.com/in/akallam3](https://www.linkedin.com/in/akallam3)

Dear Hiring Committee,

I am excited to apply for the Reformatting Aide (Library Aide III) position with Preservation Services at the ASU Library. I am a Computer Science student at Arizona State University with a 4.0 GPA, and I bring strong attention to detail, organized file management habits, and proven experience completing accuracy-driven tasks in fast-paced environments.

This role is a strong match for my background in structured documentation and careful handling of detailed work. As a Junior Data Analyst Intern, I maintained accurate records, validated information, and followed structured workflows—skills that translate well to data entry, file naming/organization, and quality checks for digitization projects. Through my ASU roles and customer-facing work, I developed strong professionalism, reliability, and consistent follow-through while following procedures closely. I am comfortable learning new tools quickly and working independently with detailed instructions, and I am confident supporting scanning workflows, file conversion, and organized digital file storage with care and accuracy.

Highlights of My Qualifications Include:

- **Accuracy & Detail Orientation:** Strong ability to perform repetitive, detail-oriented tasks with consistent quality and close review of work.
- **File Management & Documentation:** Experienced organizing digital files and maintaining clean, structured records using Excel/Google Sheets.
- **Technology & Quick Learning:** Comfortable with computers and learning new tools/equipment efficiently while following procedures.
- **Reliability & Independent Work:** Dependable, punctual, and able to work independently with minimal supervision and detailed instructions.

Availability:

I am available to work **15–20 hours per week** within **9:00 AM – 5:00 PM, Monday–Friday**, with the following schedule:

- **Mondays & Wednesdays:** 1:30 PM – 5:00 PM
- **Thursdays:** 9:00 AM – 12:00 PM
- **Fridays:** 9:00 AM – 5:00 PM

Additionally, I am available during **university holidays and breaks**, as needed.

Thank you for your time and consideration. I would welcome the opportunity to contribute to Preservation Services by supporting digitization workflows, maintaining organized and accurate files, and completing data entry and processing tasks with care and attention to detail.

Sincerely,

Arun Teja Reddy Kallam

Siddhi Pramod Chaudhari

602-218-1721 • schau120@asu.edu • linkedin.com/in/siddhi-chaudhari2001/

SUMMARY

Detail-oriented Computer Science graduate student with experience in digital data processing, file management, and technical tools. Skilled in organizing, converting, and maintaining digital assets with accuracy and consistency. Seeking to contribute to library digitization and preservation initiatives through strong technical, organizational, and quality-control abilities.

EDUCATION

M.S. Computer Science Aug 2025 - Ongoing

Arizona State University, Tempe, AZ

GPA: 3.89

Relevant Coursework: Artificial Intelligence, Software verification and testing, Cloud Computing, Data Processing at Scale

Bachelor of Engineering, Computer Engineering

Aug 2019 - May 2023

University of Mumbai, Terna Engineering College, Mumbai, India

GPA: 3.84

Relevant Coursework: Discrete Mathematics, Operating System, Computer Networks, Programming Language (Java, Python)

Publication: Startup connection web application – IJSREM

SKILLS AND CERTIFICATION

File & Data Management: Digital file organization, metadata handling, structured data entry

Software & Tools: Python, Java, SQL, Microsoft Excel, Google Sheets

Digital Technologies: Image processing, PDF workflows, data conversion, database systems

Platforms: Windows, macOS, Docker environments

Other: Attention to detail, documentation, workflow accuracy, handling sensitive materials

Certifications: - Machine Learning Using Python - Knowledge Solutions India

- AI for All: From Basics to GenAI Practice – NVIDIA

RELEVANT EXPERIENCE

Digital Assistant- University of Mumbai

Aug 2022 - May 2023

- Scanned and digitized printed project documents and technical records using flatbed scanners.
- Converted files into standardized formats (PDF, JPEG, TIFF) and organized them into structured repositories.
- Performed detailed file naming, indexing, and spreadsheet tracking to ensure accurate retrieval.
- Reviewed digital files for clarity, alignment, and completeness as part of quality-control checks.

Administrative Assistant - University of Mumbai

Aug 2021 - May 2022

- Reviewed student-related administrative requests and verified compliance with institutional rules and regulations.
- Interpreted university policies to assist in resolving student queries and procedural disputes.
- Prepared formal written responses and maintained electronic documentation of decisions.
- Tracked data using Excel and maintained organized digital records.

Event Coordinator - Arizona State University

Oct 2025 - Nov 2025

- Assisted with event technical setup, including configuring laptops, projectors, microphones, and presentation systems.
- Helped troubleshoot basic A/V and connectivity issues during events to minimize disruptions.
- Served as the first point of contact by greeting students and visitors, answering questions, and directing them appropriately.
- Managed sign-in logs, registration records, and event documentation with high accuracy and attention to detail.
- Communicated clearly and professionally with attendees, faculty, and organizers to ensure smooth operations.

PROFESSIONAL EXPERIENCE

QuickMetrix, India: Artificial Intelligence Intern

Feb 2025 - July 2025

- Built LLM-based applications using Meta-Llama and prompt engineering for conversational AI systems
- Developed an AI agent for financial report analysis with an interactive frontend using ReactJS
- Designed chatbot systems using LangChain, Google Gemini, and MongoDB with persistent memory
- Worked on backend logic, data handling, and model-driven application design for AI-powered workflows
- Assisted in deploying and testing application components in AWS cloud environments (EC2, S3) for model access and data storage

ACISM SOFTWARE PRIVATE LIMITED, India: Web Developer Intern

June 2023 - Sept 2023

- Maintained and improved website infrastructure with attention to performance and reliability
- Developed client-facing interfaces in React.js, creating reusable components and improving UI structure
- Contributed to front-end enhancements and system stability through testing and optimization
- Designed and developed client-facing webpages in React.js, implementing reusable components, state management, and visual enhancements to improve engagement and usability.

Siddhi Pramod Chaudhari

Tempe, AZ | +1 (602) 218-1721 | schau120@asu.edu

Dear Hiring Committee,

I am writing to express my interest in the Reformatting Aide (Student Worker III) position within Preservation Services at Arizona State University Library. As a Master's student in Computer Science, I bring strong technical skills, attention to detail, and hands-on experience working with digital files, data processing, and structured workflows that closely align with the needs of digitization and preservation projects.

During my academic and internship experiences, I have worked extensively with data organization, file management, and quality assurance processes. I have handled large datasets, performed structured data entry, converted and validated digital formats, and maintained well-organized repositories to ensure accessibility and accuracy. These experiences strengthened my ability to follow detailed procedures, manage repetitive yet precision-focused tasks.

In addition, I have experience using image-processing tools, managing digital media, and working across Windows and Mac environments. My background in software development has made me highly comfortable learning new tools quickly, troubleshooting technical issues, and ensuring files are processed, labeled, and stored correctly.

I am highly organized, dependable, and able to work both independently and collaboratively. I value the mission of preserving intellectual and cultural resources through digitization and would be excited to contribute to projects that support research, teaching, and access to knowledge.

I am available to work 15–20 hours per week. **Availability:**

- Monday & Wednesday: 8 AM - 11:30 AM
- Tuesday & Friday: 8:00 AM - 6:00 PM
- Thursday: 11:15 AM - 6:00 PM

Thank you for your time and consideration. I look forward to the opportunity to contribute to Preservation Services and support the university's digitization initiatives.

Sincerely,

Siddhi Pramod Chaudhari

Vivek Vidyadhar Kamath

vkamath4@asu.edu | 602-676-2670

SUMMARY

Motivated and detail-oriented graduate student pursuing a Master of Science in Computer Science at Arizona State University, with strong experience in narrative and emerging advisor. Skilled in handling people, leadership, responsibilities, assisting with data entry, managing records, and providing excellent service in fast-paced university and office settings. Adept at maintaining confidentiality, accuracy, and professionalism in all tasks.

EDUCATION

Ira A. Fulton Schools of Engineering, Arizona State University
Master of Science in Computer Science

Tempe, Arizona
2025-Present

VidyaVardhaka College of Engineering
Bachelors in Computer Science

Mysore, India
2019-2023

EXPERIENCE

Yenepoya Technology Incubator
Reformatting Aide

11/22 - 03/23

- Processed and managed digital files, including scanning documents, organizing datasets, and maintaining structured electronic records.
- Used digital tools and software to convert, store, and manage research and administrative documents in multiple formats.
- Applied strong attention to detail while performing repetitive data entry and file verification tasks to ensure accuracy and data integrity.
- Worked with computers and digital systems to organize, track, and retrieve project documentation efficiently.

VidyaVardhaka College of Engineering
Reformatting Aide

6/22 - 11/22

- Assisted in organizing and digitizing academic and research materials using computer systems and electronic documentation tools.
- Utilized spreadsheet software (Excel/Google Sheets) to track academic records, project data, and administrative documentation.
- Managed electronic files and academic resources, ensuring proper naming conventions, storage, and accessibility.
- Maintained accuracy and consistency while handling detailed, repetitive tasks related to data processing and documentation.

SKILLS

- **Administrative Support:** Data entry, scheduling, form processing, and office management.
- **Office Support:** Strong communication and problem-solving skills for assisting members.
- **Office Management:** Maintaining confidentiality, accuracy, and organization in documentation.
- **Technical Proficiency:** HTML, CSS, JS, React JS, Flutter, PHP, Semiconductor physics, Python, DBMS, SQL, AR, Devops, VR, ML, Unity, Unreal, Microsoft Office, MATLAB Suite (Word, Excel, Outlook), Google Drive, and university-related software.
- **Time Management & Organisation:** Ability to multitask, prioritise responsibilities, and work efficiently in fast-paced environments.

SAUMEEL GABHARE

623-212-9184 | sgabhare@asu.edu | [LinkedIn](#)

PROFILE

Graduate Data Science student with 4+ years of experience in technical data management, image processing, and digital solutioning. Expert in managing complex digital file conversions and high-volume data entry with 100% accuracy. Proven ability to operate sophisticated electronic equipment and apply independent judgment to file organization and preservation workflows. Skilled in Adobe Creative Suite and Microsoft Office, with a strong commitment to supporting academic research through meticulous digitization and asset management.

EDUCATION

Arizona State University, Ira A. Fulton School of Engineering, Tempe, AZ **Fall 2027 (Expected)**
Master of Science, Data Science, Analytics and Engineering – Computing and Decision Analytics

University of Mumbai, Fr. Conceicao Rodrigues College of Engineering, Mumbai, India **June 2021**
Bachelor of Engineering, Electronics Engineering (GPA: 3.51)

EXPERIENCE

Quantiphi Analytics Solutions, Mumbai, India

Senior Business Analyst

Apr 2023 – Dec 2025

- Developed and optimized image processing pipelines using OpenCV and AWS, facilitating the digitization and analysis of complex visual data for enterprise-level applications.
- Managed large-scale digital file conversions and data entry projects for global clients, ensuring high-fidelity preservation of multi-modal media formats (tif, jpeg, pdf).
- Oversaw the secure handling and processing of sensitive digital assets for over 100,000 users, maintaining rigorous file management and organizational protocols.
- Acted as a lead technical coordinator, providing guidance to student-level analysts and ensuring the timely completion of repetitive, detail-oriented technical tasks.
- Utilized independent judgment to prioritize digitization workflows, ensuring zero data loss and maintaining 95%+ accuracy in data reporting and extraction.

Quantiphi Analytics Solutions, Mumbai, India

Business Analyst

Jul 2021 – Mar 2023

- Facilitated the migration and reformatting of enterprise datasets into structured repositories, ensuring all electronic files were stored in a secure and organized manner.
- Utilized Adobe Acrobat and spreadsheet software (Excel/Google Sheets) to maintain audit logs and project documentation for cross-functional research teams.
- Operated high-resolution imaging tools and diagnostic equipment to ensure the quality and integrity of data-driven applications.

LEADERSHIP & PROJECTS

Captain, Team Vaayushastra – SAE Aero Design West

Aug 2018 – Jul 2021

- Directed the physical assembly and documentation of UAV systems, involving the careful handling of rare electronic components and fragile flight hardware.
- Engineered autonomous data acquisition systems using Arduino Mega, managing real-time telemetry files and digital media logs for post-flight analysis.

Reaction Wheel Unicycle (Technical Assembly)

Apr 2021

- Performed repetitive, detail-oriented hardware calibration and systematic assembly of mechanical parts with high manual dexterity.
- Managed the organization of technical drawings and specification files using Adobe Bridge and Illustrator for final project submission.

CORE CAPABILITIES & SKILLS

BI and PM: Microsoft Word, Excel, Outlook, Adobe Acrobat, Adobe Photoshop, Adobe Bridge, JIRA, Agile Methodology, Google Sheets

Programming Languages: C, C++, Python, SQL, JavaScript, HTML, Embedded C

Tools & Frameworks: OpenCV (Image Processing), Pandas, NumPy, Scikit-learn, TensorFlow, FastAPI, Postman

Cloud & Platforms: AWS, Azure, GCP, SharePoint, Google Workspace

Dev & Versioning: Git, Docker, Digital Media Formats (TIF, JPEG, PDF, MP4)

Saumeel Gabhare
MS in Data Science (Computing & Decision Analytics)

Tempe, AZ | +1-623-212-9184 | sgabhare@asu.edu | [LinkedIn](#)

February 24, 2026
Arizona State University
Preservation Services – ASU Library
Tempe, AZ

Dear hiring manager,

I am excited to submit my application for the Reformatting Aide position within Preservation Services at ASU Library. After reviewing the responsibilities, I am confident that my background in structured data management, digital processing workflows, and technical documentation aligns with the requirements of this role.

With over four years of experience supporting analytics and technical programs, I have developed strong capabilities in handling digital assets, maintaining organized file systems, and ensuring accuracy in repetitive, detail-oriented tasks. My work has required disciplined management of structured datasets, validation of outputs, and adherence to defined procedural standards.

Digitization and Digital File Management: I have designed and managed data workflows involving structured ingestion, validation, and storage of digital files using Python and cloud platforms. This experience translates directly to operating scanning equipment, processing images, performing file conversion, and managing electronic records in organized directory structures. I am accustomed to maintaining consistent naming conventions, metadata alignment, and traceable file management practices.

Attention to Detail and Procedural Compliance: My prior roles required systematic validation of datasets and technical artifacts before deployment to large user bases. I am comfortable performing repetitive, precision-driven tasks such as image processing, data entry, and quality checks while maintaining high standards of accuracy. I follow documented procedures closely and work independently with minimal supervision.

Technical Proficiency and Equipment Handling: I am proficient with Windows and Mac environments, spreadsheet tools such as Microsoft Excel and Google Sheets, and structured file management systems. My technical background supports careful handling of electronic equipment and sensitive materials, ensuring secure and organized processing of rare or fragile items.

Work Availability: I am available to work 15 to 20 hours per week between 9:00 am and 5:00 pm, Monday through Friday, with flexibility to adjust around academic commitments. I am motivated to contribute to Preservation Services by supporting digitization initiatives, maintaining organized digital repositories, and ensuring accurate preservation of scholarly and archival materials.

Best Regards,
Saumeel Gabhare

SREEJA REDDY GONDI

+1 (602) 601- 8460 • sgondi1@asu.edu • [linkedin.com/in/gondi-sreeja-reddy](https://www.linkedin.com/in/gondi-sreeja-reddy)

SUMMARY

Graduate student at Arizona State University with hands-on experience in media coordination, event coverage, and digital content support. Skilled in capturing visual content, coordinating logistics, and maintaining organized digital assets. Strong attention to detail with the ability to meet deadlines, communicate effectively, and work independently or within structured teams. Experienced in fast-paced environments requiring adaptability and professionalism.

EDUCATION

M.S. Master of Science in Information Technology Arizona State University	Jan 2026 – Dec 2027 GPA: 4.0 / 4.0
B.Tech Computer Science and Engineering Bhoj Reddy Engineering College For Women	Aug 2020 – May 2024 CGPA: 8.4

WORK EXPERIENCE

Creative Media & Events Coordinator Bhoj Reddy Engineering College For Women	May 2022 – June 2023
• Edited digital images and media files for event promotion using Adobe Photoshop, Adobe Acrobat, and Adobe Bridge. • Organized digital assets and maintained systematic file management. • Assisted in capturing photos and videos at events, ensuring proper documentation. • Followed structured workflows for preparation and post-event documentation. • Collaborated with teams to ensure accuracy and completeness of materials.	
Creative Media & Events Coordinator Bhoj Reddy Engineering College For Women	Aug 2022 – Jan 2024
• Coordinated event logistics and managed physical materials and equipment carefully. • Maintained detailed records, schedules, and documentation for multiple events. • Supported organized, high-volume operations with attention to detail.	
Associate Technical Support Engineer Salesforce	Aug 2024 – Dec 2025
• Maintained accurate digital records and documentation of technical issues. • Assisted users with troubleshooting and digital resource access. • Managed multiple responsibilities independently while ensuring attention to detail.	
Class Representative Bhoj Reddy Engineering College For Women	Nov 2020 – May 2024
• Served as liaison between students and faculty, ensuring clear communication. • Organized meetings and coordinated logistics for academic sessions. • Assisted with documentation, schedules, and structured workflows for student activities.	

SKILLS

Digital Media & Content Creation: Event photography, video recording, basic video editing, digital asset organization, file management

Technical Software: Adobe Photoshop, Adobe Acrobat, Adobe Bridge, Microsoft Office, Google Workspace

Communication & Collaboration: Cross-team coordination, deadline management, professional communication

ADDITIONAL INFORMATION

- Able to lift up to 25 lbs and handle library equipment safely
- Comfortable standing, walking, and working in structured, fast-paced environments
- Available 15–20 hours per week during semester, with flexibility for breaks

Sreeja Reddy Gondi

Master's Student, **Information Technology**

Arizona State University

Email: **sgondi1@asu.edu**

Phone: **+16026018460**

Date: 24 February 2026

Dear Team,

I am excited to apply for the Reformatting Aide (Library Aide III) position in Preservation Services at the Arizona State University Library. As a Master's student at ASU, I am eager to contribute to digitizing library and archival materials, managing digital files, and supporting preservation workflows.

In this role, I understand that responsibilities include operating scanners, digital cameras, and other equipment; processing images and digital files; handling rare or fragile materials; and maintaining organized electronic records. The position requires attention to detail, technical proficiency, and the ability to work independently in a structured environment.

My experience as a Creative Media & Events Coordinator and Event Organizer at Bhoj Reddy Engineering College for Women involved capturing and editing photos and videos, managing digital assets, coordinating with teams, and maintaining documentation. As an Associate Technical Support Engineer at Salesforce, I developed strong attention to detail, digital workflow management, and problem-solving skills. Additionally, my leadership roles as Class Representative and Administrative Volunteer enhanced my communication, coordination, and organizational skills in collaborative academic settings.

I am comfortable operating scanners, cameras, and digital equipment, performing detail-oriented tasks, and lifting up to 25 pounds safely. I am proficient in Adobe Photoshop, Adobe Acrobat, Adobe Bridge, Microsoft Office, and Google Workspace, and I am confident in managing files and supporting preservation projects effectively.

Thank you for your time and consideration. I look forward to contributing to the Preservation Services team and supporting the ASU Library's mission.

Sincerely,

Sreeja Reddy Gondi

Sashipreetam Nekkanti

Tempe, AZ | +1 602-339-0647 | ssnekkkan@asu.edu
ASU Affiliate ID: 1237227773 | ASURITE: ssnekkkan

Professional Summary

Detail-oriented and technically proficient ASU graduate student with experience working with digital files, structured data systems, and multimedia tools. Skilled in file management, image processing workflows, and handling technical equipment carefully and securely. Comfortable performing repetitive, detail-focused tasks with high accuracy under close review.

Education

Master of Science in Electrical Engineering – Arizona State University (Expected Dec 2027)
Bachelor of Technology in Electrical Engineering – NIT Kurukshetra (2023)
CGPA: 8.48 / 10.0

Relevant Experience

Video & Digital Media Work (Academic & Athletics Support)

- Operated digital cameras and handled multimedia equipment carefully
- Processed, labeled, and organized digital media files in structured folders
- Worked with Adobe software (basic Photoshop & Acrobat) for file editing and conversion
- Managed various digital formats including JPEG, PDF, MP4, and WAV files

PLM Software Engineer – Dover India Innovation Centre (2023–2025)

- Managed structured digital documentation and performed data entry tasks with high accuracy
- Converted and validated technical documents into standardized digital formats
- Maintained organized file storage systems following strict naming conventions
- Worked independently while adhering to detailed procedural instructions

Technical Skills

- Adobe Acrobat; Basic Adobe Photoshop
- Windows & Mac Operating Systems
- Microsoft Excel & Google Sheets
- Digital File Conversion & Format Management (TIF, JPEG, PDF, MP4, WAV)
- High Attention to Detail & Quality Review
- Ability to Handle Fragile Materials & Equipment Carefully

Availability

Available to work during regular business hours and flexible to support project-based tasks as required.

Cover Letter – Reformatting Aide

Dear Hiring Committee,

I am writing to express my strong interest in the Reformatting Aide position. With experience handling digital media equipment, organizing structured file systems, and performing detailed data entry and document conversion tasks, I am confident in my ability to contribute effectively to your digitization and reformatting workflows.

In both academic and professional settings, I have operated digital equipment, managed multiple media formats, and ensured accurate labeling and organization of digital files. I am comfortable working with Adobe tools such as Acrobat and Photoshop, handling repetitive detail-oriented tasks, and following precise procedural guidelines. I understand the importance of maintaining file integrity, organized storage structures, and careful handling of materials.

I am dependable, able to work independently, and committed to maintaining high accuracy standards under close review. I would welcome the opportunity to support your team in digitization, scanning, and file management initiatives.

ASU Affiliate ID: 1237227773 | ASURITE: ssnekkan
+1 602-339-0647 | ssnekkan@asu.edu

Thank you for your consideration. I look forward to the opportunity to contribute.

Sincerely,
Sashipreetam Nekkanti

PURNENDU JHA

DETAILS

ADDRESS

1100 E Apache Blvd
Tempe, Arizona 85281
United States

PHONE

602-565-4727

EMAIL

purnendu2402@gmail.com

DATE OF BIRTH

02/24/2005

SKILLS

Communication Skills

MS Office Skills

Content Research

Computing Skills

Team Work Skills

LANGUAGES

English

German

Hindi

PROFILE

I am an assertive and responsible student with well developed oral and written communication skills. I have a collaborative approach towards work and I am a team player. I possess good research skills and pay attention to detail. I am currently a Junior majoring in Economics at Arizona State University looking for opportunities to work part-time or intern while continuing my undergraduate studies.

EMPLOYMENT HISTORY

Youth Financial Literacy Education Intern, Phoenix
Virginia G Piper Charitable Trust
Feb 2026 — Present

Responsible for supporting lessons, research and events partnered with Arizona State University and Making Sense Out of Dollars.
Duties also include assisting with program tasks, curriculum development and community outreach.

Nonprofit Volunteer, Making Sense Out of Dollars Phoenix
Aug 2025 — Dec 2026

I was mainly responsible for helping a newly formed nonprofit organisation by supporting lessons and creating curriculum related to Financial Literacy for middle school children. I gained social skills such as active listening, clear communication and conflict resolution.

Sales and Operations Intern, Makeen Energy Hyderabad India
May 2024 — Jul 2024

I interned at this corporation for three months and was responsible for creating a business plan for a segment that they were thinking of expanding in. I spent a lot of time researching about this particular segment that they wanted to venture in and I learned a lot about how big businesses work. I gained valuable experience about how businesses plans are all planned the same for different types of businesses.

I also learned how to create a sustainable plan that could help the corporation in the future.

Launch Event Host, Kosan Crisplant India

Hyderabad

Aug 2022 — Aug 2022

I was selected as the Event Host for the launch event of a multinational brand in India. I was responsible for selecting the venue, organizing the F&B part of the event and also working with the different types of artists on how we want the event to look.

I worked with people from all parts of India and learned how to efficiently complete tasks in a timely manner and also learned how to organize a large scale event.

EDUCATION

BS. Economics, Arizona State University,
Tempe, Arizona

Tempe

Aug 2023 — May 2027

I am currently a Junior majoring in Economics at Arizona State University. I am also minoring in Business.

AISSCE Diploma, The Gaudium School,
Hyderabad, India

Hyderabad

Apr 2021 — May 2023

I completed 2 years of high school here. I studied English, Economics, Mathematics, Physics and Chemistry.

AISSE Diploma, GD Goenka Signature School,
Gurgaon, India

Gurugram

Mar 2018 — Mar 2021

I studied here from Class 8 to Class 10 and gave my secondary school examinations here. I studied English, Hindi, Mathematics, Science and Social Science.

COURSES

Nonprofit Systems Thinking, ASU Watts
College of Public Service and Community
Solutions

May 2025 — May 2025

Digital Marketing - Hands-on Experience ,
SemRush

Feb 2025 — Feb 2026

Purnendu Jha
1100 E Apache Blvd
Tempe, AZ. 85281
pjha16@asu.edu | 602-565-4727
02/24/2005

The Hiring Manager
Arizona State University
Tempe, AZ

Dear Ms Dawson,

My name is Purnendu Jha and I am writing this letter to express my interest for the position of Reformatting Aide at the Hayden Library. I am currently a Junior majoring in Economics at ASU and I have an interest in supporting research initiatives in any way I can. I am excited to contribute to the preservation of the university's intellectual activity.

As an Economics major, I often use Excel to organize data for school projects and analyze/research through it. I have 5 years of experience using Excel and am equipped with the skillset to perform multiple tasks on Excel or Sheets. I am good at digital file management, file conversion and maintaining organized folders and I'm confident that this aligns well with the duties of this position.

Currently, I am a Financial Literacy Education intern working with the Virginia Piper Foundation at ASU and my internship has helped me gain experience with Adobe Photoshop and other image editing softwares because I am expected to design invitation cards and other event related pictures for my organization. I consider myself experienced with image editing. Furthermore, I possess the knowledge on how to use different document scanners and copystands.

I am a tech savvy individual and my past work experiences and a liking for electronics makes me comfortable using both Windows and Mac computers. I also have an eye for photography and have used several digital cameras while also managing various digital media formats. I am a keen tech enthusiast and always handle electronics and special material with care.

Beyond my technical skills, I possess a strong work ethic and I am committed to what I do. I am able to work independently and am comfortable performing repetitive, detail-oriented tasks. I bring a professional work attitude to whatever

task I am performing and give the best effort a task requires. I am excellent at following instructions to the point and meeting deadlines and can take on any other duties assigned. Furthermore, I am physically capable of performing the other tasks mentioned, including lifting heavy material, retrieving items from shelves and moving professional equipment.

I'm applying for this role because it aligns well with my major while also being something that I like to do. I am passionate about technology and I'd be happy to support university digitization projects.

I have a flexible schedule throughout the week that allows me to work multiple hours whenever required and I'm open to discussing how my skills and experience align with the needs of this role and the university.

Best Regards,
Purnendu Jha

VARDHAN PATIL

Tempe, Arizona, USA | 📞 +1 480-352-9179 | ✉ vpatil38@asu.edu | 🔗 LinkedIn | 🐙 Github

Summary

Detail-oriented student with experience working with digital media, image editing, and file organization for academic and creative projects. Skilled in handling equipment carefully, processing digital files, and performing repetitive tasks with accuracy in structured work environments.

Skills

Digitization: Document Scanning, Image Processing, File Conversion, Digital File Management
Photography & Equipment: Digital Cameras, Flatbed Scanners, Careful Handling of Materials
Editing & Tools: Adobe Photoshop, Adobe Lightroom, Acrobat, Bridge, Excel, Google Sheets
Workflow & Accuracy: Data Entry, Organized Storage, Attention to Detail, Following Procedures

Experience

Event Media Lead | Annual Cultural Festival | KJ Somaiya, Mumbai June 2021 – Apr 2024

- Managed digital photo archives and organized large volumes of image files for storage.
- Processed images using editing software while maintaining structured file naming systems.
- Handled camera equipment carefully and ensured proper storage of digital assets.

Media & Event Content Coordinator | Harmony Hall Events | Mumbai Jan 2023 – Apr 2023

- Captured and processed digital images using cameras and editing software.
- Converted media files into required formats for distribution and archiving.
- Organized digital assets using spreadsheets and structured folder systems.

Sports Photography & Media | College Cricket Club | KJ Somaiya, Mumbai Aug 2023 – Sept 2024

- Captured high-volume sports images and managed digital storage efficiently.
- Edited and formatted images for consistent resolution and file standards.
- Maintained organized digital folders ensuring accurate retrieval of materials.

Projects / Portfolio

Social Media Content & Visual Projects 2021 – 2025

- Produced 100+ edited photos and short video clips across campus events, sports, and student activities.
- Created visual content used for internal pages, posters, and digital announcements.
- Developed consistent visual styles for event highlights and promotions.

Drone Crafters Club Visual Media Project Jan 2022 – Aug 2022

- Designed visual presentations and demo media viewed by 200+ students during workshops and exhibitions.
- Translated technical drone concepts into clear and engaging visual content.

Gaming Content Creation & Video Editing 2021 – 2025

- Edited and curated 20+ gameplay clips and highlight videos for content practice and experimentation.
- Applied editing techniques including pacing, transitions, and audio synchronization.

Activities / Volunteer

Volunteer Social Media Content Creator | United We Stand Foundation Jan 2021 – Jun 2025

- Created photo and video content used for digital updates, posters, and awareness materials reaching 200+ beneficiaries.
- Supported storytelling efforts for community outreach initiatives through visual media.

Sports Media Participant | College Teams 2022 – 2025

- Assisted with match-day content creation, sports photography, and highlight visuals.
- Captured action shots and behind-the-scenes moments for internal digital sharing.

Education

Arizona State University Aug 2025 – Jun 2027

Master of Science in Computer Science, CGPA 4.11/4.0

Tempe, Arizona, USA

KJ Somaiya College of Engineering Oct 2021 – Jun 2025

Bachelor of Technology (BTech) in Information Technology, CGPA 8.7

Mumbai, Maharashtra, India

Additional Information

- Experience working with digital files including tif, jpeg, pdf, and mp4 formats.
- Comfortable performing repetitive, detail-oriented tasks with accuracy.
- Able to follow detailed instructions and work independently within structured workflows.

Vardhan Rohit Patil

vpatil38@asu.edu | +1 (480) 352-9179 | www.linkedin.com/in/vardhan-patil-862218270

February 24, 2026

The Hiring Committee

LIB Administrative Services - HR Processing

Arizona State University

Tempe Campus

Dear Hiring Committee,

I am writing to apply for the Reformatting Aide (JR118151) position with ASU Library Preservation Services. With 4+ years of experience working with digital media, image editing software, and structured file organization, I bring strong attention to detail and technical familiarity with digitization workflows that align well with supporting research and archival preservation initiatives.

Through my experience producing and managing digital media for academic and campus projects, I have worked extensively with Adobe Photoshop, Lightroom, Acrobat, and spreadsheet tools to process images, convert files, and maintain organized digital storage systems. I am comfortable handling digital cameras and related equipment carefully, following detailed procedures, and performing repetitive, accuracy-focused tasks that require consistency and precision.

I understand the importance of preserving intellectual and archival materials with care and professionalism. My experience organizing large volumes of digital files, maintaining structured naming conventions, and ensuring accurate file management has strengthened my ability to work independently while adhering closely to established workflows and quality standards.

I am available to work 15–20 hours per week between 9:00 am and 5:00 pm, Monday through Friday, and can adjust my schedule around coursework as needed. I would welcome the opportunity to contribute to Preservation Services by supporting digitization projects that advance research and academic excellence at ASU.

I am available to work for 20 hours per week

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM
To	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM	10:00 PM

Sincerely,

Vardhan Rohit Patil

1237213590

Manan Ghadia

Tempe, AZ | 602-807-8447 | mghadia2@asu.edu | linkedin.com/in/mananghadia

SUMMARY

Detail-oriented student at Arizona State University with strong organizational, administrative, and leadership experience. Skilled in workflow coordination, team collaboration, scheduling, and record-keeping. Seeking an on-campus position to contribute reliability, communication, and organizational skills.

EDUCATION

Arizona State University, Tempe, AZ

Expected May 2028

Bachelor of Science in Computer Science

GPA: 3.58 — Dean's List

Relevant Coursework: Programming Fundamentals, Data Structures, Discrete Mathematics, Computer Organization

EXPERIENCE

Operations Assistant

Rajkot, Gujarat, India

Asian Techno Cast

Jun 2022 – Jul 2023

- Coordinated documentation, cross-department communication, and workflow tracking to ensure completion of administrative tasks.
- Managed data entry, invoice verification, and financial records in Microsoft Excel, maintaining 99% accuracy.
- Organized operational reports and structured filing systems to improve accessibility, efficiency, and project tracking.
- Delegated tasks and resolved administrative issues while maintaining professional communication with team members.
- Implemented process improvements that increased document handling efficiency by 20%, improving overall workflow.

Front Desk and Administrative Assistant

Rajkot, Gujarat, India

Asian Techno Cast

Jan 2021 – May 2022

- Served as the first point of contact for visitors and clients, providing professional guidance and helpful assistance.
- Managed scheduling, tracked appointments, and maintained organized records to ensure smooth daily operations.
- Assisted staff with documentation, reporting, and workflow coordination to improve overall team efficiency.
- Coordinated meeting rooms, event setups, and internal sessions to meet organizational standards and deadlines.
- Developed an Excel tracking system for appointments and resources, successfully reducing scheduling conflicts by 25%.

Head of Operations, Computer Science Club

Rajkumar College, Rajkot, India

- Led planning and coordination for 10+ club events and workshops, increasing overall student participation by 40%.
- Managed documentation, internal communication, and attendance tracking to ensure smooth execution of all activities.
- Mentored club members on collaborative projects, providing guidance to improve teamwork and skill development.
- Developed event schedules and ensured timely completion of club projects and workshops on schedule.
- Introduced simple technical tools and solutions to enhance workflows and member engagement within the club.

LEADERSHIP

Head of MUN (Model United Nations)

Rajkumar College, Rajkot, India

- Oversaw planning, organization, and execution of MUN events, guiding 50+ student delegates effectively.
- Led debate sessions and competitions, managing schedules, participants, and judges efficiently.
- Mentored students in public speaking, argumentation, and leadership while promoting professional conduct.
- Coordinated logistics and resources for multiple events, ensuring smooth operations.
- Implemented a digital tracking system for delegate performance and participation.

Head of Organizing, Old RKCIANS Day

Rajkumar College, Rajkot, India

- Planned and executed alumni events, managing volunteers, schedules, and logistics for 200+ attendees.
- Delivered speeches and represented the school professionally, ensuring smooth event flow.
- Supervised volunteers and delegated responsibilities to guarantee coordination of activities.
- Implemented digital scheduling and volunteer tracking systems to improve efficiency.

Achievements and Recognition

Rajkumar College, Rajkot, India

- Received awards for leadership and organizational contributions in the Computer Science Club, Model UN, and Debate Committees.
- Recognized for mentoring peers and improving participation, quality, and outcomes in student-led initiatives.
- Introduced small solutions to optimize club operations and workflow efficiency.

SKILLS

Microsoft Excel, Microsoft Word, Scheduling, Record-Keeping, Communication, Team Collaboration, Organization, Time Management, Attention to Detail, Problem-Solving

Dear Hiring Committee,

I am writing to express my interest in the Reformatting Aide position with Preservation Services at the ASU Library. As a detail-oriented Arizona State University student with strong technical proficiency and experience managing digital files and documentation, I am eager to contribute to the digitization and preservation of scholarly materials.

Through my academic and administrative experiences, I have developed strong attention to detail and the ability to follow structured procedures accurately and consistently. I am comfortable working with digital files, organizing structured data, and maintaining orderly file systems using tools such as Microsoft Excel and cloud-based storage platforms. My background in computer science has strengthened my ability to quickly adapt to new software tools and understand digital file formats and structured data workflows.

I understand that this position requires precision, careful handling of equipment and materials, and the ability to perform repetitive tasks with accuracy. I am confident in my ability to follow detailed instructions, manage electronic files in an organized manner, and contribute to image processing and file conversion tasks under supervision. I take pride in producing accurate work and maintaining consistency in structured, process-driven environments.

I am particularly drawn to the ASU Library's mission of preserving and advancing the intellectual work of the university community. I would welcome the opportunity to support digitization initiatives and contribute to the long-term accessibility of valuable research and archival materials.

Thank you for your consideration. I look forward to the opportunity to contribute to Preservation Services.

Sincerely,
Manan Ghadia
mghadia2@asu.edu
602-807-8447

Hill Sudani

Tempe, Arizona
hsudani@asu.edu | +1 (480) 793-4847

SUMMARY

Highly organized and dependable Computer Science student with strong communication, teamwork, and problem-solving skills. Experienced in operations, client relations, and leadership roles, with a consistent record of improving efficiency, maintaining accurate records, and ensuring smooth coordination across teams. Skilled at multitasking and providing exceptional support in fast-paced or busy environments. Eager to contribute to on-campus support roles while fostering a positive and collaborative environment.

EDUCATION

Arizona State University, Tempe, AZ
Bachelor of Science in Computer Science
GPA: 3.82

Expected May 2028

Dean's List

EXPERIENCE

Operations Assistant (Part-Time)

Shree Hari Buildcon, Ahmedabad, India

Jun 2022 – May 2023

- Streamlined inventory tracking and documentation processes for three active construction sites using Excel, improving operational productivity by approximately 15% and ensuring smoother coordination between on-site teams and office management.
- Contributed to process optimizations that supported nearly 10% revenue growth by identifying workflow inefficiencies and implementing systematic operational improvements across multiple departments.
- Managed over 200 client and material records, while developing and implementing structured tracking systems that reduced delays in material allocation by 20% and improved overall project efficiency.

Client Relations & Operations Associate (Part-Time)

Sheeji Buildcon, Ahmedabad, India

Jan 2021 – May 2022

- Assisted in property negotiations and client communications, contributing to a 12% increase in revenue and overall sales through improved engagement strategies and successful deal closures.
- Built strong and lasting relationships with clients through transparent communication and guided site tours, resulting in repeat investments across three major development projects.
- Maintained detailed transaction records and coordinated procurement of construction materials, ensuring on-time delivery and seamless operations across multiple projects.

Head of Computer Science Club

SGVP International School, Ahmedabad, India

Aug 2019 – May 2020

- Led weekly club meetings for 15+ members focused on programming fundamentals, logical reasoning, and emerging technologies, fostering technical curiosity and structured problem-solving among students.
- Organized coding workshops and peer-learning sessions that strengthened members' understanding of Python and Java concepts through collaborative practice and interactive projects.
- Encouraged teamwork and initiative by guiding members through small group projects and technical demonstrations, creating an engaging and supportive learning environment.

LEADERSHIP

ISRO Exhibition – Exhibitor

Ahmedabad, India

Mar 2019

- Selected to present the Vikas Engine, a critical propulsion system used in India's Chandrayaan lunar mission, to over 300 visitors during a large-scale exhibition organized in collaboration with ISRO, highlighting technical expertise and presentation skills.
- Explained the engine's working principles, underlying technologies, and its essential role in the moon mission to students, educators, and parents in a clear and engaging manner, ensuring complex concepts were understandable for a diverse audience.
- Managed high visitor traffic while maintaining a professional presentation environment, answering technical questions effectively, and ensuring smooth flow of attendees throughout the exhibition.

Student Council – Transport Minister

SGVP International School, Ahmedabad, India

Aug 2018 – May 2019

- Oversaw transportation logistics for 500+ students, enforcing safety protocols to ensure a smooth and secure daily school commute, demonstrating reliability and leadership in operational management.
- Addressed student and parent concerns professionally while collaborating with school administrators and transport staff to resolve logistical issues efficiently, fostering trust and communication across all stakeholders.
- Promoted accountability, discipline, and structured communication between students and administration to maintain organized transportation services, ensuring timely adjustments to routes and schedules when needed.

SKILLS

Core Skills: Communication, Team Collaboration, Organization, Problem Solving, Customer Service, Time Management

Tools: Microsoft Excel, Google Workspace

Dear Hiring Committee,

I am writing to express my interest in the Reformatting Aide position with ASU Library Preservation Services. As a Computer Science student at Arizona State University with strong attention to detail and experience managing structured digital records, I am excited about the opportunity to support digitization and preservation initiatives.

In my previous operations role, I managed over 200 records and implemented structured tracking systems using Excel to improve efficiency and accuracy. This experience required precision, organization, and consistency—qualities that are essential when handling digital file management, data entry, and repetitive detail-oriented tasks. My academic background in computer science has also strengthened my familiarity with digital file formats, structured data organization, and technology-based workflows.

I am comfortable following detailed procedures, working independently, and maintaining organized electronic files. I understand the importance of careful handling of rare or fragile materials and maintaining accuracy during scanning and digital processing tasks. I am dependable, detail-oriented, and committed to producing high-quality work.

Thank you for your time and consideration. I would welcome the opportunity to contribute to the ASU Library's preservation efforts.

Sincerely,
Hill Sudani

Shubham Suryakant Patil
shubpatil0202@gmail.com
+1 (602)-743-4168

Lisa Dawson,
LIB Administrative Services
HR Processing
Arizona State University

Dear Ms. Lisa Dawson ,

I am writing to express my strong interest in the Library Aide III position with Preservation Services at Arizona State University. As a detail-oriented graduate student with hands-on experience in digitization workflows, image processing, and structured file management, I am eager to contribute to the preservation of ASU's intellectual and archival materials.

Through my academic and professional experience, I have worked with flatbed scanners and digital document workflows, processed files into standardized formats such as TIFF and PDF, and maintained organized electronic storage systems using structured naming conventions and metadata consistency. I am comfortable using Adobe Photoshop and Acrobat for image adjustments, file conversion, and quality verification. My work has required careful handling of materials, precise indexing, and repetitive quality checks to ensure accuracy and clarity in digital records.

I am highly attentive to detail and able to follow detailed procedural instructions independently. I understand the importance of maintaining file integrity, ensuring relational consistency across stored materials, and handling equipment and sensitive documents responsibly. I am comfortable performing repetitive, precision-focused tasks for extended periods while maintaining accuracy and consistency.

In addition, I am available to work 15–20 hours per week between 9:00 AM and 5:00 PM during regular semester hours. I am dependable, organized, and committed to maintaining high professional standards in both digital file management and material handling.

I would welcome the opportunity to contribute to Preservation Services and support the ongoing digitization and archival efforts that preserve the university's scholarly and creative work.

Thank you for your time and consideration.

Availability: Monday , Wednesday ,Friday from 9:00 am to 5:00 pm

Sincerely,
Shubham Suryakant Patil

SHUBHAM SURYAKANT PATIL

602-743-4168 •spati192@asu.edu•linkedin.com/in/shubpatil0202 •www.github.com/shubhpatil27

SUMMARY

Detail-oriented graduate student with hands-on experience in digital file processing, structured data management, and precision-focused technical workflows. Skilled in image processing, file conversion, organized electronic file storage, and working with digital formats. Comfortable operating scanning and imaging equipment while maintaining accuracy and handling materials with care. Able to follow detailed procedures independently and perform repetitive tasks with high attention to detail.

EDUCATION

B.E. Computer Engineering

Savitribai Phule Pune University, Maharashtra, India

Graduated May 2025

GPA 3.5

M.S. Data Science ,Analytics & Engineering

Arizona State University, Arizona, United States

Expected May 2027

GPA 3.56

TECHNICAL SKILLS AND CERTIFICATIONS

- **Digitization & Imaging Tools:** Flatbed scanners, document scanning workflows, digital cameras
- **Image Processing:** Adobe Photoshop (basic editing, cropping, resolution adjustments), Adobe Acrobat
- **File Formats & Media:** TIFF, JPEG, GIF, PDF, WAV, MP3, MP4, Windows Media formats
- **File Management & Organization:** Structured folder systems, metadata consistency, naming conventions
- **Data Entry & Spreadsheet Use:** Microsoft Excel, Google Sheets (organized tracking & documentation)
- **Computer Systems:** Windows and Mac environments
- **Detail-Oriented Work:** Accurate file conversion, quality checks, repetitive processing tasks
- **Material Handling:** Careful handling of documents and sensitive materials

PROFESSIONAL EXPERIENCE

Century Enka Ltd: Data Analyst Intern

Jan 2024 – April 2024

- Interpreted operational datasets and performed statistical analysis to identify performance trends.
- Cleaned and validated large datasets to ensure data integrity prior to reporting.
- Developed structured Excel reports and dashboards summarizing key performance indicators.
- Collaborated with management to prioritize analytical requests and improve reporting workflows.
- Presented analytical findings to both technical and non-technical stakeholders

Administrative Records Assistant

Feb 2022 – Mar 2023

Nutan Maharashtra Institute of Engineering and Technology

- Digitized physical documents using scanning equipment and maintained electronic filing systems.
- Ensured accurate indexing and storage of digital records.
- Maintained confidentiality and handled sensitive materials with care.
- Worked independently while meeting documentation and archiving deadlines.

EXTRACURRICULAR EXPERIENCE

Vice President – Association of Computer Engineering Students (ACES)

Mar 2023-Mar 2025

- Coordinated logistics for student and faculty events, including scheduling and communication.
- Assisted with digital documentation, sign-in tracking, and data compilation for reports.
- Strengthened teamwork, leadership, and communication through active coordination roles.

Anula Dinesh

215-514-1519 | adinesh5@asu.edu | <https://www.linkedin.com/in/anula-dinesh-743140335/>

EDUCATION

Bachelor's of Computer Science

5/27

Arizona State University

SKILLS

Technical: Python, Java, HTML, CSS, React, PostgreSQL, AI/ML, Microsoft 365, Google Docs

Soft Skills: Attention to Detail, Time Management, Communication, Customer Service, Clerical Support, Multitasking, Scheduling, Student Outreach, Event Support, Confidentiality

WORK EXPERIENCE

Survey Assistant, Arizona State University

9/24 - Present

- Accurately recorded and maintained large volumes of student and respondent data, ensuring high data integrity and confidentiality.
- Perform repetitive, detail-oriented data entry tasks with high accuracy and consistency. Work independently while following strict procedural guidelines and quality standards.
- Communicated professionally with diverse populations via phone and email, supporting outreach, documentation, and reporting tasks.

Programming Intern, HEXR Factory immersive pvt limited

5/24 - 7/24

- Gained hands-on experience in Java, focusing on object-oriented programming and Data Structures & Algorithms (DSA). Worked on optimizing and debugging Java applications.
- Functioned with web development projects using HTML and CSS, creating responsive web pages and styling components.
- Worked extensively with digital files, structured data, and software systems requiring precise technical accuracy.

Peer Tutor, Navkis Educational Center

8/22 - 3/23

- Led structured sessions for 10+ students, improving academic performance through clear communication and guidance.
- Organized educational materials and documentation, demonstrating strong planning and administrative skills.

Library Assistant, Navkis Educational Center

6/21 - 1/22

- Maintained and organized files, catalogs, and records for efficient retrieval and proper documentation.
- Assisted users with research tools and databases, providing professional communication and customer service.
- Demonstrated responsibility in handling materials and maintaining proper order.

Anula Dinesh

Tempe, AZ | (215)-514-1519 | adinesh5@asu.edu

Dear Hiring Committee,

I am writing to express my interest in the Reformatting Aide (Library Aide III) position within Preservation Services at Arizona State University. As a Computer Science student with strong experience in digital file management, detail-oriented data processing, and familiarity with Adobe tools as an Adobe Student Ambassador, I am confident in my ability to support the digitization and preservation efforts of the ASU Library.

In my current role as a Survey Assistant at Arizona State University, I process and maintain large volumes of electronic records while ensuring strict accuracy, organization, and confidentiality. My work requires performing repetitive, detail-focused tasks with consistency while following structured procedural guidelines. I regularly manage digital documentation and maintain organized electronic file systems, ensuring data integrity and quality control.

As an Adobe Student Ambassador, I have gained hands-on experience with Adobe tools and digital workflows, strengthening my familiarity with image editing, file formats, and organized digital asset management. This experience has enhanced my ability to work with digital files carefully and efficiently, and it has reinforced the importance of precision when handling electronic materials.

Additionally, my previous library experience taught me the importance of careful material handling, organized record maintenance, and responsibility in maintaining accessible collections. I am comfortable learning and operating new technical equipment, following detailed instructions, and working independently with minimal supervision.

I am dependable, detail-oriented, and available to work 15–20 hours per week between 9:00 a.m. and 5:00 p.m., adjusting around my academic schedule as needed. I would welcome the opportunity to contribute to Preservation Services and support the important work of preserving and digitizing ASU's collections.

Thank you for your time and consideration. I look forward to the opportunity to contribute to your team.

Sincerely,

Anula Dinesh

MOHAMMAD JANI BASHA SHAIK

+1 623 286 5143 • mshaik68@asu.edu • linkedin.com/in/mdjanibashask

SUMMARY

Detail-oriented graduate student in Data Science at Arizona State University with experience managing structured digital systems and handling large datasets with accuracy. Strong technical background in file management, data processing, and documentation workflows. Able to work independently, follow detailed procedures, and maintain organized electronic records with high attention to detail.

EDUCATION

M.S. Data Science, Analytics and Engineering	Jan 2026 - Dec2027
Arizona State University, Tempe, AZ	
B. Tech Computer Science and Engineering	Aug 2019 - May 2023
Mallareddy College of Engineering and Technology, Hyderabad, India	GPA: 3.5/4.0

TECHNICAL SKILLS

File Management & Data Organization, Digital Formats: CSV, PDF, JPEG, PNG, TIF, Python, SQL, Microsoft Excel, Google Sheets, Basic Image Editing & PDF Handling, Windows & Mac OS

PROFESSIONAL EXPERIENCE

Tata Consultancy Services, India: Data Analyst, Tableau Developer	Jun 2023 - Dec 2025
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- Processed, cleaned, and validated large datasets requiring high precision and accuracy.
- Maintained structured file systems and organized digital assets following standardized procedures.
- Performed data conversion, transformation, and format validation tasks.
- Ensured proper documentation and storage of digital records.
- Worked independently while adhering to detailed technical instructions and quality control standards.
- Automated recurring reporting processes, reducing manual effort and improving efficiency.

Relevant Experience

Dec 2021 - May 2023

- Assisted in setup and breakdown of event spaces including seating, equipment, and registration areas.
- Coordinated with team members to ensure smooth event execution.
- Reviewed event instructions and executed logistics with attention to detail.
- Provided on-site assistance to attendees and resolved minor technical issues.
- Demonstrated patience, professionalism, and teamwork in service environments.

Student Representative

Aug 2021 - Jun 2023

- Acted as a liaison between students and faculty to address concerns and ensure smooth day-to-day operations
- Assisted in maintaining discipline, cleanliness, and organization during academic and campus activities
- Supported staff and administration during events and routine campus operations

Additional Experiences.

Dec 2021 - May 2023

- Assisted peers with resume structuring and presentation formatting.
- Coordinated academic workshops and professional development sessions.
- Supported marketing outreach and event promotion efforts.
- Maintained structured records of student participation and event outcomes.
- Comfortable contributing to creative content initiatives and digital campaigns

AVAILABILITY AND QUALIFICATIONS

- Available 15–20 hours per week.
- Available evenings and weekends during events.
- Experienced handling confidential records with discretion.
- Willing to work during breaks, summer, and flexible hours.
- Flexible schedule including evenings/weekends as needed.
- Comfortable working independently and collaboratively within a team

Dear Hiring Committee,

I am writing to express my interest in the Reformatting Aide position with Preservation Services at the ASU Library. I understand that this role involves assisting with digitization processes, operating scanning and imaging equipment, managing digital file conversions, and ensuring proper organization and storage of electronic records. I recognize that this work requires precision, attention to detail, and the ability to carefully follow procedures while handling materials responsibly.

As a graduate student in Data Science at Arizona State University, I have developed strong technical skills in managing structured digital systems and processing large volumes of data accurately. In my professional role at Tata Consultancy Services, I worked extensively with digital files, performed data validation and format conversion tasks, and maintained organized file systems following standardized workflows. These experiences have strengthened my ability to focus on detailed, repetitive tasks while maintaining high quality standards.

I am comfortable working independently, following detailed instructions, and handling electronic equipment with care. My technical background, combined with strong organizational skills and professionalism, would allow me to contribute effectively to the digitization and preservation efforts of the ASU Library.

I am available to work 15–20 hours per week during regular weekday hours between 9:00 AM and 5:00 PM and am enthusiastic about supporting the preservation of the university's intellectual materials.

Thank you for your time and consideration.

Sincerely,

Shaik Mohammad Jani Basha

Mobile: +1 6232865143

Mail: mshaik68@asu.edu

Personal Email: mdjanibashask@gmail.com

PRATEEK PARASHAR BARMAN

Tempe, AZ | +1 (602) 676-9174 | ppbarman@asu.edu |

SUMMARY

Detail-oriented graduate student at Arizona State University with experience in library support, digitization tasks, and structured file management. Skilled in scanning, data entry, image processing, and maintaining organized digital records. Experienced in handling library materials carefully and following detailed procedures. Seeking to contribute technical precision and organizational skills as a Reformatting Aide within Preservation Services.

RELEVANT EXPERIENCE

Library Desk Assistant

Amity University | 01/2022 – 12/2022

- Assisted with scanning and digitization of academic and library materials to support preservation and accessibility initiatives.
- Handled books and documents carefully, including older and delicate materials.
- Organized and renamed digital files according to structured naming conventions and storage protocols.
- Maintained accurate digital records using Excel and institutional systems.
- Conducted data entry and ensured file accuracy during digital conversion processes.
- Supported daily library operations while maintaining high attention to detail.
- Followed institutional procedures for material handling and document processing.
- Operated office equipment including scanners, copiers, and computers in a structured environment.

Administrative Support

Amity University | 01/2023 – 07/2023

- Managed electronic files and organized digital records in structured folders and databases.
- Used Microsoft Excel to track documentation, inventory, and file management tasks.
- Ensured accuracy and consistency when handling repetitive, detail-oriented assignments.
- Maintained confidentiality and organized storage of digital and physical records.
- Worked independently to complete assigned tasks within deadlines.

TECHNICAL SKILLS

High-speed and flatbed scanning, digital file conversion (PDF, JPEG, TIFF), file naming and organization, data entry, Microsoft Excel, Microsoft Word, digital media formats (PDF, JPEG, TIFF, MP4), image handling, document processing, Windows and macOS familiarity, attention to detail, handling fragile materials, procedural compliance, repetitive task accuracy

EDUCATION

M.S. Construction Management and Technology

Arizona State University | 08/2025 – Present

B.S. Civil Engineering

Amity University, India | 06/2019 – 07/2023

Dear Hiring Committee,

I am writing to express my interest in the Reformatting Aide (Library Aide III) position within Preservation Services at the ASU Library. As a graduate student at Arizona State University with prior library support and digitization experience, I am excited about the opportunity to contribute to the preservation of scholarly and archival materials through careful, detail-oriented work.

In my previous role as a Library Desk Assistant, I assisted with scanning and digitization of academic materials, file organization, and structured data entry. I developed strong attention to detail while processing documents, organizing digital files according to naming conventions, and ensuring accuracy during file conversion tasks. I am comfortable using flatbed scanners, managing digital formats such as PDF and JPEG, and maintaining organized electronic records using Excel and institutional systems.

I understand that this role requires handling rare and fragile materials with care, following detailed procedures, and maintaining consistency in repetitive tasks. My experience in structured academic environments has strengthened my ability to work independently, follow established workflows, and complete assignments with precision. I am also comfortable using both Windows and macOS systems and adapting to new software tools as required.

My weekly availability is as follows:

- Monday: 9:00 AM – 4:30 PM
- Tuesday: 9:00 AM – 2:00 PM and 3:00 PM – 5:00 PM
- Wednesday: 9:00 AM – 5:00 PM
- Thursday: 9:00 AM – 2:00 PM and 3:00 PM – 5:00 PM
- Friday: 9:00 AM – 5:00 PM
- Saturday: 9:00 AM – 5:00 PM
- Sunday: 9:00 AM – 5:00 PM

Thank you for your time and consideration. I would welcome the opportunity to further discuss how my skills and attention to detail can support Preservation Services.

Sincerely,
Prateek Parashar Barman

Alexis Wangard

Tempe, AZ | 414-882-9694 | Lexiwangard@gmail.com

02/24/2026

Dear Hiring Committee,

I am writing to express my strong interest in the Library Aide III position with Preservation Services at the ASU Library. As a current ASU student pursuing a double major in Finance and Computer Information Systems with a Certificate in Applied Business Data Analytics, I am eager to contribute my technical skills, attention to detail, and commitment to the university community to a role that directly supports ASU's research and academic mission.

Throughout my professional experience, I have developed a strong foundation in data management and file organization. In my role as a Data Entry Clerk at Thelen & Associates, I was responsible for accurately entering, updating, and analyzing data across company databases and spreadsheets, ensuring data integrity and consistency under tight standards which are skills that translate directly to the file management, data entry, and digital conversion work required in this position. At KPMG, I worked with tools including Excel and Power BI to build client-ready deliverables, further strengthening my ability to handle detail-oriented, technical tasks with precision and professionalism.

I am comfortable working independently, following detailed procedures, and managing repetitive tasks carefully. My experience across both Windows and Mac environments, along with my proficiency in Excel and data management tools, aligns well with the technical requirements of this role. I am a quick learner with new software and am confident in my ability to become proficient with image editing tools such as Adobe Photoshop and Acrobat as needed. Beyond technical skills, my leadership experience, including mentoring FRC robotics students and coordinating volunteers across 14 statewide FIRST LEGO League events, has reinforced my ability to work collaboratively, manage responsibilities independently, and contribute meaningfully to a team-oriented environment. I understand the care and accountability required when working with valuable institutional materials.

I am available to work 15–20 hours per week within the posted Monday–Friday schedule and would be glad to adjust my availability to meet the needs of your team. I am genuinely excited about the opportunity to support the preservation of ASU's intellectual legacy and to grow professionally within the library community. Thank you for your time and consideration. Please feel free to reach out at 414-882-9694 or lexiwangard@gmail.com.

Best Regards,

Alexis Wangard

Alexis N. Wangard

1100 E Apache Blvd, Tempe, AZ 85281

(414) 882-9694

www.linkedin.com/in/awan930

EDUCATION

W. P. Carey School of Business, Arizona State University, Tempe, AZ

2023 - 2027

Bachelor of Science, Finance

Expected Graduation: May 2027

Bachelor of Science, Computer Information Systems

Certificate: Applied Business Data Analytics

- Awards: Dean's Award, New American University Scholarship, Dean's List 5/5 Semesters

PROFESSIONAL EXPERIENCE

Embark Scholar Intern, KPMG, Milwaukee, WI

June 2025-August 2025

- **Data Analysis & Business Insights:** Leveraged Excel, PowerPoint, Power BI, Copilot, and AIQ to analyze data, build financial projections, and develop visualizations in support of RFP and Capstone projects, gaining experience in creating client-ready deliverables and actionable insights.
- **Client Communication & Team Collaboration:** Strengthened project management, public speaking, and collaboration skills by working in cross-functional teams, participating in client shadow calls, documenting meeting notes, and refining deliverables that simulated real-world consulting engagements.

Data Entry Clerk, Thelen & Associates, LLC, Waukesha, WI

June 2024-August 2024

- **Financial Modeling:** Aided in the creation of amortization charts in Excel, providing detailed schedules of loan repayments and interest calculations, which improved financial planning accuracy
- **Data Management:** Utilized Excel to accurately enter, update, and analyze data in company databases and spreadsheets, ensuring data integrity & consistency while demonstrating data management skills.

Lead Strategy Mentor, FRC 9432 Team 8-Bit, Anthem, AZ

September 2023-Present

- **Mentorship & Leadership:** Developed and delivered 5 interactive lesson plans and workshops to teach 8 FIRST Robotics Competition (FRC) students about competition strategy: including database creation, data analysis, match analytics, and negotiation, while providing hands-on training in Excel and Tableau.
- **Strategic Analysis:** Analyzed 50+ matches per competition to deliver real-time, data-driven strategy recommendations during alliance selection and match play, enhancing proficiency in analytical skills.

LEADERSHIP EXPERIENCE

Vice President of Professionalism, Alpha Kappa Psi - Iota Xi @ ASU

December 2025 - Present

- **Professional Development Strategy:** Spearheaded over 20 workshops focused on career readiness, leadership, and professional growth, aligning programming with chapter goals and member interests.

Director of Finance, adworks, Arizona State University

January 2025 - December 2025

- **Budget Management:** Oversaw the creation, monitoring, and management of a \$20,000 budget, ensuring accurate allocation and tracking of funds, creating financial stability for the organization.

Volunteer Coordinator, Arizona FIRST LEGO League (FLL)

September 2025 - Present

- **Volunteer Management:** Coordinated volunteer logistics for 14 FIRST LEGO League events for 550+ volunteers across the state of Arizona, ensuring successful events and positive participant experiences.

Vice President of External Relations, Alpha Kappa Psi - Iota Xi @ ASU

April 2025 - December 2025

- **Chapter Outreach & Branding:** Leads the execution of external relations strategy by coordinating campus events, and outreach initiatives to enhance the chapter's visibility and reputation on campus.

SKILLS & AFFILIATIONS

Technical Tools: Excel, MySQL, Tableau, Trello, QuickBooks, Expensify, Zoho CRM, Squarespace, Power BI

Affiliations: *FIRST* Robotics Mentor | *FIRST* Volunteer | Girl Scouts of America – C.I.T. | WIT YoPros Mentee

AHMED ABDUL REHMAN

Tempe, AZ | 480-434-0589 | anola379@asu.edu | [LINKEDIN](#)

PROFESSIONAL SUMMARY: Computer Information Systems student at Arizona State University with a GPA of 3.27. Reliable and organized with hands-on experience in office support, document management, Excel data entry, and event assistance. Known for being punctual, detail-oriented, and comfortable working with students, staff, and teams in a fast-paced campus environment.

EDUCATION

Arizona State University, W.P. Carey School of Business | Tempe, AZ

Bachelor of Science in Computer Information Systems | Expected Graduation: 2028

PROFESSIONAL EXPERIENCE

Administrative Office Assistant | NN Electronics | Telangana, India

March 2023 – September 2023

- Organized and scanned over 500 office and financial documents.
- Used Microsoft Excel to track expenses and correct data errors.
- Helped with inventory tracking and organizing product deliveries.

Student Event Team Lead | SR Dhruva College | Telangana, India

March 2022 – June 2022

- Led a team of 10 student volunteers to set up a campus event for over 200 attendees.
- Created schedules for participants and handled venue setup to ensure the event started on time.
- Gathered materials and information to make the event more engaging for students.

CAMPUS INVOLVEMENT & ACTIVITIES

- Member, W. P. Carey School of Business Undergraduate Student Community
- Participant, ASU International Student Engagement Programs
- Regular attendee of ASU career fairs, resume workshops, and employer information sessions
- Participate in group projects and presentations as part of CIS coursework

SKILLS & EXPERTISE

- **Administrative:** Data Entry, File Management, Inventory Tracking, Scheduling, Customer Service.
- **Software:** Excel (data tracking, expense reporting, basic formulas), Google Workspace, Canva.
- **Design/Tech:** Adobe Creative Suite, Figma, Framer, Basic Web Layouts.
- **Languages:** English (Fluent), Hindi, Arabic.

Dear Hiring Committee,

I am writing to express my interest in the Library Aide III position within Preservation Services at the ASU Library. As a Computer Information Systems student with experience in digital record management and structured data handling, I am enthusiastic about supporting digitization initiatives that preserve and enhance access to scholarly materials.

In my previous role as an Administrative Office Assistant, I organized and digitized over 500 records, maintained structured electronic files, and ensured accurate data entry using Microsoft Excel. I followed detailed procedures to maintain consistency in file organization and documentation management. This experience strengthened my attention to detail and ability to manage digital information in a systematic and organized manner.

Through my academic coursework, I have developed strong technical skills in file management, data organization, and working with digital systems. I am comfortable learning and operating new technologies, including scanning equipment and digital processing tools. I understand the importance of preserving digital integrity, maintaining consistent file formats, and carefully handling sensitive or fragile materials.

I am dependable, detail-oriented, and able to work independently while following detailed instructions. I am comfortable performing repetitive, precision-based tasks and understand the importance of quality control in digitization projects.

I am available to work between 9:00 AM and 5:00 PM, Monday through Friday, and can commit to 15–20 hours per week during the semester. I am flexible within these hours and can adjust my schedule as needed to meet project requirements.

I would welcome the opportunity to contribute to Preservation Services and support ASU Library's mission of preserving and advancing access to knowledge.

Thank you for your time and consideration.

Sincerely,

Ahmed Abdul Rehman

Jay Parmar

Email: jparmar9@asu.edu | Phone: +1 (862) 273-9242

SUMMARY

I bring **3+ years of experience** in **academic environments** supporting **structured workflows** and **daily operations**. I'm **dependable, detail-oriented**, and **experienced** in **digital file processing, data entry**, and following **precise procedures**. I can **work independently and in a team**, **handle materials carefully**, and consistently **ensure accuracy and efficiency** in **technical tasks**.

EDUCATION

Arizona State University, Tempe, Arizona, USA

Jan 2026 - Dec 2027

Master of Science (MS), Computer Science

K J Somaiya Institute of Technology, Mumbai, India

Jul 2020 - May 2024

Bachelor of Technology (B.Tech.), Artificial Intelligence and Data Science

3.6 GPA

TECHNICAL SKILLS

- **Technical & Software Skills:** Adobe Photoshop, Lightroom, Illustrator, Adobe Acrobat, Adobe Bridge, Windows, MacOS, Microsoft Excel, Google Sheets, Digital file conversion and processing, Knowledge of digital media formats (TIFF, JPEG, GIF, PDF, WAV, MP3, MP4, Windows Media)
- **Digital Skills:** Operating high-speed document scanners, Flatbed scanners, Digital cameras, Operating automated copy stands, Handling specialized digitization equipment, File storage, File naming conventions, Structured file systems, Data entry, Digital asset management, Digital preservation

CAMPUS LEADERSHIP EXPERIENCE

Indian Society for Technical Education (ISTE) Committee, KJSIT, India

Joint Digital Media Manager | Video Editing, Graphic Design

Sep 2022 - Aug 2023

- Developed a **digital media strategy** for the ISTE committee, resulting in a **45% increase** in online engagement across **social media platforms** by optimizing **content timing** and **platform targeting**.
- Managed a **team of 6 students** to produce **high-quality promotional assets**, including **banners**, physical posters, **videos**, and social media posts, for **over 15** college-wide events.
- Executed **outreach initiatives like tabling for our committee** at Technical Festival that enhanced **event visibility**, resulting in a **30% increase** in **student participation** from neighboring institutions.

Students' Council, KJSIT, India

Digital and Cinematography Coordinator | Graphic Design, Photo & Video Editing

Feb 2022 - Feb 2023

- Coordinated **15+ Instagram Reels and YouTube projects**, including **event trailers, after-movies**, and **promotional videos**, ensuring **before time delivery** and **high-quality production**.
- Streamlined **planning and execution workflows for content delivery**, resulting in a **40% increase** in **efficiency** for the Students' Council **Instagram account**, measured through **metrics** on each post.
- Performed **strategic content scheduling** and **platform-specific optimization**, **improved** the Students' Council's social media **engagement rate by 35%**.

Career Opportunities for Engineering students in Public Sector (COEPS) Cell, KJSIT

Social Media Manager | Photo Editing, Graphic Designing, Video Editing

Feb 2021 - Sep 2022

- Designed **social media posts** with cell **brand guidelines** for digital marketing, **increasing** engagement by **60%** through **visually appealing content** on Instagram and Facebook.
- Planned a cross-platform **content calendar** and **published 20+** timely updates on Facebook and Instagram to **maintain audience interest and retention**.
- Promoted **12+ campus events**, contributing to a **35% increase in awareness** and **attendance**.

To,
The Hiring Committee,
Arizona State University
Tempe, AZ

Dear Hiring Committee,

I'm writing to express my interest in the Reformatting Aide position. As a Master of Science in Computer Science (MSCS) student at Arizona State University, I bring strong technical proficiency, attention to detail, and experience working with digital systems and file management processes that align well with the responsibilities of this role.

I have experience working with computers in both Windows and Mac environments and am comfortable using spreadsheet software such as Microsoft Excel and Google Sheets for data organization and tracking. My academic background has strengthened my ability to follow structured workflows, manage digital files systematically, and maintain accuracy while handling detail-oriented tasks.

I'm familiar with digital media formats including TIFF, JPEG, GIF, PDF, WAV, MP3, and MP4, and I understand the importance of proper file naming conventions, storage procedures, and organized electronic file management. I'm confident in my ability to process images, perform digital file conversions, conduct data entry with precision, and ensure that files are stored securely and systematically according to established guidelines.

Additionally, I have experience with Adobe software tools and image editing workflows, and I'm comfortable learning and adapting to specialized equipment and digitization systems. I understand the importance of handling electronic equipment and rare or fragile materials with care, maintaining both physical and digital preservation standards.

I'm highly detail-oriented, patient, and capable of performing repetitive tasks while maintaining accuracy and consistency. I work well independently, follow detailed instructions carefully, and take pride in producing high-quality, organized work.

I would welcome the opportunity to contribute my technical skills and strong work ethic to the reformatting team. Thank you for your consideration.

Sincerely,
Jay Parmar
MSCS (Master of Science in Computer Science) student at ASU
Tempe, AZ
jparmar9@asu.edu

I can work for up to 20 hours per week.

My Weekly Available Times:

Mondays : 8 AM to 11:30 AM and 1:30 PM to 6 PM

Tuesdays : 8 AM to 10 AM and 1:30 PM to 6 PM

Wednesdays : 8 AM to 11:30 PM and 1:30 PM to 6 PM

Thursdays : 8 AM to 10 AM and 1:30 PM to 6 PM

Fridays : 8 AM to 6 PM

Time/Day	Mon	Tue	Wed	Thu	Fri
8:00 AM	Available	Available	Available	Available	Available
9:00 AM	Available	Available	Available	Available	CSE 340
10:00 AM	Available	CSE 340	Available	CSE 340	CSE 340
11:00 AM	Available	CSE 340	Available	CSE 340	Available
12:00 PM	CSE 573	CSE 575	CSE 573	CSE 575	Available
1:00 PM	CSE 573	CSE 575	CSE 573	CSE 575	Available
2:00 PM	Available	Available	Available	Available	Available
3:00 PM	Available	Available	Available	Available	Available
4:00 PM	Available	Available	Available	Available	Available
5:00 PM	Available	Available	Available	Available	Available
6:00 PM	Available	Available	Available	Available	Available

Mon / Wed: CSE 573 - Semantic Web Mining - 12:00 PM to 1:15 PM

Tue / Thu: CSE 340 - Principles of Programming Languages - 10:30 AM to 11:45 AM

Tue / Thu: CSE 575 - Statistical Machine Learning - 12:00 PM to 1:15 PM

Fri: CSE 340 - Principles of Programming Languages [Recitation] - 9:00 AM to 9:50 AM

DHEERAJ KUMAR

Tempe, Arizona 85281 | +1 (480)-931-8330 | dkumar70@asu.edu | <https://linkedin.com/in/dheeraj-k-232a6a235>

SUMMARY

Detail-oriented ASU graduate student with experience in research, data analysis, and technical projects. Skilled in organization, digital tools, and collaborative work environments, seeking to contribute effectively to on-campus operations and student support roles.

EDUCATIONAL CREDENTIALS

Arizona State University, Tempe, AZ

Aug 2025 - Present

Master of Science, Computer Science

- **GPA: 3.11**
- Cintana Education Scholar (Awarded to students based on merit to pursue higher education)
- **Coursework:** NLP, Knowledge Representation, Data Visualization, Software Engineering

Panjab University, India

2020 - 2024

Bachelor of Engineering, Information Technology

- **GPA: 8.43**

CAMPUS INVOLVEMENT

- AI Spacemaker Club – Arizona State University Member, Technical Contributor
- Participate in workshops, model-building sessions, and collaborative AI projects.
- Engage in peer learning, technical discussions, and problem-solving activities with fellow students.
- Contribute to sharing knowledge on LLMs, NLP pipelines, and practical AI applications.

AWARDS & ACHIEVEMENTS

- AI scholar Program at Arizona State University.
- Cintana Education scholarship program.
- Devlab's Devhacks season 2 category winner.
- 1st place winner Dutch Bros and ASU AI Broista challenge 2025 Conducted at Dutch Bros Tempe HQ.
- Prime Minister Scholarship for undergraduate full tuition waiver
- AI Spacemaker Project Involvement.

TECHNICAL EXPERIENCE

Timepilot Mar 2024 - Sep 2024

NLP Engineer intern

- Engineered and maintained the company's core NLP codebase, focusing on scalability and maintainability using machine learning principles.
- Designed and developed production-grade APIs using FastAPI for seamless model deployment and integration.
- Applied advanced prompt engineering techniques to optimize interactions with Large Language Models (LLMs).
- Helped company hire interns, including interviewing and resume selection for potential candidates.

STEMinsights Feb 2023 - May 2023

Research Analyst intern

- Conducted valid and reliable SWOT analyses and synthesized market research data to support internal marketing and business partners in achieving strategic goals.
- Transformed complex statistical data into clear, understandable tables, graphs, and written reports using both modern and traditional data collection methods.

TECHNICAL PROJECTS & RESEARCH

Quantitative Analysis of Long Term Investment and Market Behavior

- Conducted structured quantitative analysis on financial and economic datasets to identify long term behavioral trends and present findings through data driven reports and visualizations.
- Synthesized academic literature and public data sources to develop actionable insights on investment horizons and risk patterns, translating complex research into executive ready presentations.

GCAF-Net: Gated Cross-Attention Fusion for Efficient Robotic Vision-Language Reasoning Oct 2025

- SWRS 2025 Symposium on AI and Robotics Systems, October 2025. Accepted to present.
- Keywords: Multimodal learning, vision-language models, embodied AI.

SKILLS

- **Programming Tools and Languages:** Python, SQL, Shell Script, VS Code Linux, Docker, Jupyter, Conda, REST APIs

- **Core Competencies:** LLM Fine-tuning, Prompt Engineering,, Large Language Models (LLMs) , RAG Systems

Avinash Vijayakumar

avijay57@asu.edu <https://www.linkedin.com/in/avinash-vijayakumar-325b3b268/> <https://github.com/Avinash-zcmd>

Professional Summary

Graduate student at Arizona State University with strong experience in peer mentoring, academic leadership, and collaborative learning environments. Proven ability to train, supervise, and support student and faculty teams through prior leadership roles in academic and technical organizations.

Education

- **Arizona State University, Tempe Arizona USA** **Expected May 2027**
M.S.E Electrical Engineering
Coursework: Analog Integrated Circuits, VLSI Architecture, Microelectronics Manufacturing
- **Dr NGP Institute of Technology, India** **2021- 2025**
B.E Electronics and communication engineering
8.73 CGPA
- **St. Joseph's College Coonoor, India** **2021**
HSC 84% ISC Syllabus
- **St. Joseph's College Coonoor, India** **2019**
SSLC 79% ICSE Syllabus

Skills

- Data collection and management
- MS Office and Administrative tools
- Student advising and guidance
- Student engagement
- Event management
- Leadership and team building

Projects and Experience

- **Office Administration and Documentation, filing.**
- **Student Admission Assistance, Data Collection and management.**
- **Cleanliness drive and Personal Hygiene Awareness Event, Blood donation Awareness Event.**
- **New Student Ice Breaking Event for freshers, cultural and festival events.**
- **Organized and managed technical competitions, symposium, workshops and hackathons.**

Achievements & Awards

- Third Prize in **Fourth National Level Research Conclave 2025**, PSG College of Technology **2025**
- **Secretary of IETE Student forum**, Dr NGP Institute of Technology **2025**
- **Vice President Student Development Cell**, Dr NGP Institute of Technology **2024**
- Won 1st place in **Paper presentation**, KGISL Institute of Technology. **2022**

Volunteering Service

- **Spring 2026, South Asian – Indian Students Welcome ASU.**
- **New Student Bag packing event at ISSC ASU.**
- **Food packing event for Children at ASU.**
- **National Service Scheme and volunteering.**
- **Old age home and orphanage social service event.**

Certificates

- English Proficiency Test **IELTS**, Overall Band **7.5**
- Certificate of Attendance "**Recent Trends in Entrepreneurial Ventures**", Lincoln University College Malaysia.
- Certificate of Participation in **National Talent Fest** conducted by **L&T EduTech**.
- Certificate of Participation in **National Creativity Aptitude Test (NCAT)**.
- Best paper presentation award, topic "**BIOCHIP**" Bannari Amman Institute Of Technology.
- TRL project assessment certificate, topic "**IOT based smart dustbin**" Amrita Vishwa Vidyapeetham.
- Hands on training **Product design and manufacturing** Sunshiv electronic solutions.

Projects Lead and Co-ordinated

- **Kanam**, Technical and cultural events hosted more than 3000 students.
- **Japan Thiruvizha**, Cultural events for students and we were honoured to have Japanese Embassy Consulate General.
- **Techfest**, Technical events, Symposiums, Workshops and Student engagement events.

AVINASH VIJAYAKUMAR

avijay57@asu.edu

<https://www.linkedin.com/in/avinash-vijayakumar-325b3b268/>

PROFESSIONAL SUMMARY

What makes me a good hire is that I am experienced in **Office support, task management and planning, customer interaction, data handling, and professional communication in fast paced environments**. Detail oriented and dependable **Graduate student in MSE Electrical Engineering at ASU** with strong communication, organizational, and customer service skills. Hello I am **Avinash**, interested for the **Reformatting aide position**.

RELEVANT EXPERIENCE

TECHNICAL SKILLS

Proficient in **MS Office applications including Word, Excel, PowerPoint, and Outlook, with strong general PC and typing skills**. I have experience in **text formats, scanning documents, Printing, photocopies** and I am comfortable using tools like **Canvas, Zoom, Google Workspace**, and I am organized and reliable when it comes to administrative tasks and follow ups. I have a valid **IELTS Overall score of 7.5 band** which shows that I have a strong background in Communication.

I am proficient in using **LinkedIn** and other social media handling platform to collect and maintain information of the Alumni and assist other office faculties with their daily task.

LEADERSHIP AND ADMINISTRATIVE SUPPORT

As **Vice President of the Student Development Cell** at Dr. NGP Institute of Technology, I served as a bridge between students, faculty, and administration I supported **daily administrative operations** by **coordinating schedules, logistic management, data collection and maintaining records, scheduling meeting and pitching ideas for the events. Answering phone calls** and helping them with their doubts. This role required strong organizational skills, attention to detail, and discretion when handling student information.

As **Secretary of the IETE Student Forum**, Guided and assisted students in their academic queries. I handled correspondence, maintained meeting records, and assisted faculty advisors with organizing workshops and technical events.

From these experience I bring along the best skills and the talent needed for this job, I am reliable and I always meet my deadline on time, making be a good choice for this position. Thankyou for your consideration.

AVAILABILITY

- **Monday & Wednesday:** 7:00 AM – 12:00 PM
- **Tusdays & Thursday:** 7:00 AM – 2:00 PM
- **Friday, Saturday & Sunday:** Full day availability

Marcella Coelho Abreu

International Relations Student

Tempe, Arizona | (+1) 480-430-1738 | mcoelho@asu.edu | LinkedIn

Brazilian student pursuing a Bachelor's degree in International Relations. Strong leadership and collaboration skills with a keen interest in innovation. Eager to develop professional experience and contribute to a dynamic team.

Work Experience

MRA Representações Comerciais e Consultoria Ltda.

Office Assistant

Mato Grosso, Brazil

Aug 2024 - Jun 2025

Organized administrative processes and document filing, coordinated weekly team workflows, handled bureaucratic procedures, provided call center and client support, and assisted in streamlining communication between manufacturers and retailers.

Education

Arizona State University

Bachelor of Arts in International Relations

Aug 2025 - Present

Arizona State University

Minor in Civic and Economic Thought and Leadership

Aug 2025 - Present

Colégio Maxi

High School

Feb 2021 - Dec 2024

University of Missouri

K-12 High School (GPA 4.0)

Feb 2021 - Dec 2024

Awards & Recognitions

Dean's List

Arizona State University

Dec 2025

Awarded by the National Association of Secondary School Principals (NASSP)

National Honor Society

Aug 2023

Leadership Experience

BRASA at ASU

Marketing Analyst

Tempe, Arizona

Sep 2025 - Present

- Create and execute marketing strategies to promote BRASA ASU's events and initiatives across multiple social media platforms. Produce engaging and culturally relevant content to strengthen the organization's online presence and foster meaningful connections within the ASU community.

Maxi-Múndi

Secretary of Communications

Mato Grosso, Brazil

Nov 2024 - Sep 2025

- Oversaw the event's communication strategy, including social media management, public relations, and the organization of teams and delegates.

Comunidade das Nações Cuiabá

Youth Leader

Mato Grosso, Brazil

Oct 2023 - Jul 2025

- Established and managed the church's adolescent ministry, coordinating weekly gatherings and special events, achieving engagement from more than 40 participants.

Other Experience

Yale University

Global Exchange Program

New Haven, CT

Jan 2023 - Jan 2023

Dear Hiring Manager,

I am excited to apply for the Reformatting Aide position at Arizona State University, where I can utilize my skills and experience to contribute to the preservation of intellectual activity. As a first-year undergraduate student pursuing a Bachelor's degree in International Relations, I am eager to develop my professional experience and be part of a dynamic team.

From my experience as an Office Assistant at MRA Representaes Comerciais e Consultoria Ltda., I have developed strong organizational skills, which I believe will be beneficial in managing electronic files and performing detail-oriented tasks. Additionally, my experience as a Marketing Assistant at BRASA at ASU has taught me the importance of attention to detail and effective communication. I have successfully created and executed marketing strategies, produced engaging content, and collaborated with teams to ensure cohesive branding and messaging. Although my resume does not explicitly mention experience with Adobe Photoshop, Acrobat, or digital cameras, I am confident in my ability to learn and adapt to new technologies and tools.

One of my most significant achievements is being a member of the National Honor Society, which demonstrates my academic excellence and commitment to achieving high standards. I am proud to have participated in the Yale Global Exchange Program, which has broadened my perspective and understanding of different cultures. These experiences have taught me the value of hard work, teamwork, and dedication, which I believe are essential in this role.

I am impressed by Arizona State University's commitment to innovation, access, and excellence. The university's mission to support student success and foster a culture of inclusion resonates with my personal values. I am excited about the opportunity to be part of a team that shares my passion for making a positive impact.

In conclusion, I am confident that my strong work ethic, attention to detail, and ability to learn and adapt make me an ideal candidate for the Reformatting Aide

position. I would welcome the opportunity to discuss my application and how I can contribute to the team. Thank you for considering my application.

Sincerely,

Marcella Coelho Abreu

Abhay Pratap Singh Grewal

Tempe, AZ | agrewal1@asu.edu | (214) 205 - 3331

EDUCATION

Bachelor of Science in Computer Science
Arizona State University

December 2027
GPA(3.65)

SUMMARY

- Strong customer service and communication abilities for engaging with diverse groups.
- Experience in fitness guidance, safety awareness, and team-oriented environments.
- Proven ability to stay calm, make sound decisions, and adapt quickly in fast-paced situations.

EXPERIENCE

Intern, Ek Zaria Foundation, Ludhiana, India

May 2024 – July 2024

- Assisted with coordination of information and communication between team members and users.
- Provided direct support to individuals by responding to questions and guiding them to appropriate resources.
- Maintained organized records and assisted with documentation and data entry.

Intern – Red Cross Ludhiana, Ludhiana, India

Oct 2022 – Nov 2022

- Assisted with community outreach programs while maintaining a welcoming and organized environment.
- Helped direct visitors and participants to appropriate services and staff members.
- Supported event coordination and ensured smooth communication among volunteers and organizers.

House Captain – The Lawrence School, Kasauli, India.

Jan 2022-Dec2022

- Served as a primary point of contact for approximately 40 students, assisting with questions, concerns, and daily needs.
- Coordinated schedules, meetings, and residential activities, ensuring smooth communication and organization.
- Maintained a professional, respectful environment while addressing issues and resolving conflicts calmly.

Front Desk Associate – Anytime Fitness, Ludhiana, India

Jan 2021 – Dec 2021

- Provided in-person front desk coverage by greeting members and visitors and assisting with general inquiries.
- Handled member check-ins, maintained front desk records, and supported daily administrative tasks.
- Maintained a professional, welcoming environment and resolved routine issues in a calm, customer-focused manner.

SKILLS

- Programming Languages: Java, Python, C++
- Web Development: HTML, CSS, JavaScript
- Database Management: SQL, MySQL
- Version Control: Git
- Problem-Solving Skills: Experience in identifying and resolving technical issues
- Strong Communication Skills: Ability to convey technical concepts to non-technical stakeholders effectively

Abhay Pratap Singh Grewal

Tempe, AZ | (214)-205-3331 | agrewa11@asu.edu

Dear Hiring Committee,

I am writing to express my interest in the Reformatting Aide (Student Worker III) position with Preservation Services at the ASU Library. I am a Computer Science undergraduate at Arizona State University with hands-on experience supporting technical workflows, managing digital information, and following structured procedures. I am eager to contribute to Preservation Services by assisting with the digitization of library and archival materials and supporting projects that preserve and provide long-term access to the university's research and creative output.

Through my internship with the Ek Zaria Foundation, I collaborated with team members on software-related tasks, assisted in troubleshooting technical issues, and provided user support and training. This experience required careful attention to detail, accurate documentation, and the ability to follow defined workflows—skills that translate directly to operating scanning equipment, processing digital images, converting files, and managing digital assets in an organized manner. I regularly worked with digital files and data, maintained organized records, and ensured accuracy in technical processes, which aligns well with the requirements of handling digitized content and managing electronic files.

In addition, my academic training in Computer Science has strengthened my comfort working across Windows and macOS environments and using productivity tools such as Google Sheets and Microsoft Excel for data entry and tracking. I am familiar with managing digital files in multiple formats and organizing them systematically to ensure accessibility and consistency. While I continue to build experience with specialized digitization tools such as high-speed scanners, flatbed scanners, and digital cameras, I am a quick learner and comfortable following detailed instructions to become proficient with new equipment and workflows. I also understand the importance of handling rare and fragile materials carefully and adhering to established procedures to protect physical collections during digitization.

My previous roles have required me to work independently with a high degree of responsibility and judgment. As a House Captain and Peer Mentor, I balanced multiple responsibilities, followed established protocols, and ensured accuracy in documentation and coordination. These experiences developed my time-management skills, reliability, and ability to remain consistent while completing repetitive, detail-oriented tasks. I am comfortable with close review of completed work to ensure quality and accuracy and take pride in producing careful, dependable results.

I am dependable, punctual, and detail-oriented, and I bring a strong work ethic and initiative to my work. I am comfortable with the physical aspects of the role, including standing for extended periods, lifting within guidelines, moving carts, and accessing materials from shelves as required. My availability is within the required window of Monday through Friday, 9:00 AM to 5:00 PM, and I am able to work approximately 15–20 hours per week during the regular semester.

Thank you for considering my application. I would welcome the opportunity to contribute to Preservation Services and support the ASU Library's efforts to preserve and digitize valuable library and archival materials for the ASU community. I have attached my resume for your review and would be happy to provide any additional information if needed.

Sincerely,
Abhay Pratap Singh Grewal

Vansh Gala

+1 4809066584 | vgala1@asu.edu

EDUCATION

Master of Science in Robotics and Autonomous Systems

Arizona State University, Tempe, USA

August 2025 - May 2027

Relevant Coursework: **Digital Preservation**, Information Systems, Data Management, Human-Computer Interaction, Systems Engineering, Technical Communications

Bachelor of Technology in Electronics Engineering

Dwarkadas Jivanlal Sanghvi College of Engineering, India

August 2020 - May 2024

GPA: 3.31/4

Relevant Coursework: **Digital** Signal Processing, Computer Networks, Database Management Systems, Microcontrollers, Embedded Systems, Python Programming

EXPERIENCE

Information Operations Coordinator (Part-Time)

Tata Consultancy Services, Mumbai, India | Google Workspace, Adobe Suite, Excel

April 2022 - June 2024

- Managed digitized documentation for 4 internal teams by implementing a centralized Google Workspace architecture, reducing file retrieval **time** by 40% for stakeholders.
- Processed over 1,500 sensitive electronic records using Adobe Acrobat and Photoshop, ensuring **high-fidelity digital** conversion and secure storage of fragile corporate assets.
- Coordinated weekly document **reformatting** tasks for a team of 5, achieving a 95% on-**time** delivery **rate** for **complex technical** reports and **research** initiatives.

Digital Solutions Associate

Reliance Industries, Navi Mumbai, India | Salesforce, Photoshop, Microsoft Office

May 2023 - July 2024

- Optimized data entry workflows for 10K+ customer records using advanced Excel functions, cutting manual processing errors by 25% through rigorous validation techniques.
- Facilitated seamless **digital** communication by managing 200+ weekly inquiries, ensuring professional correspondence and detailed documentation of archival project requests.
- Supported large-scale digitization **projects** by operating **high-end** scanning equipment and performing close review of 500+ daily outputs for quality assurance purposes.

TECHNICAL SKILLS AND CERTIFICATIONS

Data & Analytics: Microsoft Excel

Data Automation Skills: Active Listening, Adobe Acrobat Pro, Adobe Bridge, Adobe Photoshop, Archival Materials Handling, Data Entry,

Digital Cameras, **Digital** Image Processing, File Conversion (TIFF, File Management, Flatbed Scanners, Google Sheets, Independent **Work**, JPEG, Mac OS, PDF), **Technical** Documentation, Windows

Soft Skills & Behavioural Keywords: Collaboration, Detail Oriented, Problem Solving, **Time** Management

Certifications: Adobe Certified Professional in Visual Design, Microsoft Office Specialist: Excel Expert

Extra-Curricular: Sub-Head, Umang Festival: Coordinated logistics and schedules for 50+ events.; Senior Executive, **Student** Council: Organized major **technical** seminars with industry leaders.; Volunteer, Bright Future: Facilitated educational workshops for 100+ underprivileged children.

ACADEMIC PROJECTS

Digital Archive and Image Processing System | Photoshop, Acrobat, Python, Bridge

- Developed an automated workflow using Adobe Photoshop and Bridge to batch-process over 500 **high**-resolution images, ensuring consistent metadata and file formatting.
- Implemented rigorous quality **control** protocols for **digital** file conversion, maintaining 100% data integrity across diverse formats including TIFF, JPEG, and PDF.
- Optimized electronic file storage structures for a **library**-scale database, improving retrieval efficiency by 30% through standardized naming and folder hierarchies.

Automated Document Digitization Pipeline | Scanner Software, Excel, Acrobat

- Operated **high**-speed document scanners and flatbed equipment to digitize 1,200+ pages of **technical** documentation with meticulous attention to fragile material handling.
- Created a comprehensive tracking system in Microsoft Excel to monitor digitization progress, resulting in a 15% increase in project throughput and transparency.
- Collaborated with **academic** stakeholders to define scanning specifications, ensuring all **digital** outputs met strict institutional standards for **research** and **teaching** use.

Multi-Format Media Conversion Toolkit | Python, Shell Scripting, FFmpeg

- Engineered a script-based solution to convert 200+ multimedia files between MP4, WAV, and MP3 formats while preserving original audio-visual fidelity and metadata.
- Managed a large-scale repository of archival **digital** assets, implementing secure backup procedures that reduced the risk of data loss to near zero.
- Performed detailed manual audits of digitized rare materials, identifying and correcting over 50 formatting inconsistencies to ensure professional-grade publication quality.

Library Inventory and Metadata Integration | SQL, Google Sheets, GA4

- Synchronized physical **library** records with **digital** databases using Google Sheets, processing approximately 300 entries per week with a 99.8% accuracy **rate**.
- Streamlined the cataloging process for new **digital** acquisitions, reducing the **time** from ingestion to public availability by 4 business days through automation.
- Directed the physical-to-**digital** transition of **specialized** departmental records, ensuring safe transport and handling of sensitive items during the scanning lifecycle.

Vansh Gala
Tempe, USA · +1 4809066584 · vgala1@asu.edu

February 24, 2026

Hiring Manager ASU Library
Preservation Services
Tempe, Arizona

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the **Reformatting Aide** position within **Preservation Services** at the **ASU Library**, as advertised for the Tempe campus. As a current graduate **student** at **Arizona State University** pursuing a Master of Science in Robotics and Autonomous Systems, I possess a robust **technical** background in **digital preservation** and information systems. My previous **experience** in large-scale digitization **projects** and archival material handling aligns perfectly with the mission of the **ASU Library** to **preserve intellectual activity** through advanced **digital tools** and **services**. I am eager to contribute my **technical** skills to support the **creative** and **research activities** of our **academic community**.

Throughout my professional journey, I have consistently demonstrated a **high degree** of **responsibility** and **judgment** when managing **complex technical** tasks. During my tenure at Tata Consultancy **Services**, I managed digitized documentation for multiple internal teams by implementing a centralized architecture that successfully reduced file retrieval **time** by 40%. I processed over 1,500 sensitive electronic records using Adobe Acrobat and Photoshop, ensuring **high-fidelity** conversion while securing fragile corporate assets. Additionally, my **work** at Reliance Industries involved optimizing data entry workflows for over 10,000 records, where I utilized advanced validation techniques to cut manual processing errors by 25%. These roles have prepared me to handle the repetitive, detail-oriented tasks **required** for **high-quality library reformatting** with precision and care.

My **technical** proficiency extends to operating **high-speed** document scanners, flatbed equipment, and **digital** cameras, as evidenced by my project **work** where I digitized over 1,200 pages of **technical** documentation. I am highly skilled in the Adobe **Creative Suite**, including Photoshop, Bridge, and Acrobat, as well as Microsoft Excel and Google Sheets. In a **significant digital** archive project, I improved retrieval efficiency by 30% through standardized naming and folder hierarchies and identified and corrected over 50 formatting inconsistencies to ensure professional publication quality. I am comfortable working independently or providing guidance to others, and I am physically capable of performing the **required** stooping, lifting, and climbing of **library** ladders. I look forward to the possibility of discussing how my **experience** in media optimization and **digital** file management can benefit the **ASU Library**.

Sincerely,
Vansh Gala

Matthew Trigueros

Scottsdale, AZ · 602-475-2200 · matthewtrigueros1@gmail.com
www.linkedin.com/in/matthewtrigueros

EDUCATION

Arizona State University, Tempe, AZ

Bachelor of Arts, Major in Finance

Relevant Coursework: Microeconomics, Sociology

Honors/Awards: Yardi Scholarship, CPLC Scholarship, Honor Roll

Activities: Varsity Football, Varsity Lacrosse, Big-Saint Ambassador, Golf Club Secretary

Notre Dame Preparatory, Scottsdale, Arizona

May 2025

GPA 3.4

WORK EXPERIENCE

Yen Sushi – Sake Bar, Scottsdale, AZ

Feb 2024 – Jan 2026

Food Server

- Provided high-quality, fast-paced service through both hosting and serving customers' needs.
- Worked 20+ hours a week while managing a full course load and contributing to multiple varsity sports.
- Collaborated closely with chefs and front-of-house staff to ensure accurate, timely order execution and professionally resolved customer concerns, maintaining a positive dining experience and restaurant reputation

Ski Pro, Scottsdale, AZ

Feb 2022 - May 2023

Sales Associate

- Conducted sales skills through upselling products according to experience and personalization
- Oversaw a high quantity of inventory and developed high memorization to support efficient sales for customer questions and concerns.
- Assisted with equipment rentals and sales during high-traffic snow seasons to ensure customer comfort and safety.

LEADERSHIP AND SERVICE

Chicanos Por La Casa, Phoenix, AZ

Scholar Volunteer

Jun 2025 - Present

- Volunteered for Immigration and Housing centers
- 40+ hours of service yearly
- Actively represent CPLC through leadership of community-focused projects.

Fiesta Bowl, Phoenix, AZ

Dec 2022- Present

Volunteer

- Worked closely with the Fiesta Sports Foundation to help conduct the yearly Fiesta Bowl Parade
- Hosted youth football events for foster children, giving them an athletic all-day experience through a circuit of football drills and activities
- A part of something bigger than myself, and gained experience seeing how much work is put into a bigger operation

SKILLS AND INTERESTS

Computer/Technical: PowerPoint, Excel, Google Docs,
iMovie

Interests: fishing, playing the guitar, reading motivational and
inspirational works, attending church

Shiva Reddy Marri
1935 E Apache Blvd, Unit 3013, Tempe
Arizona, 85281.

Email: shivareddy8693@gmail.com

Phone: +1 (480) 651-6651

OBJECTIVE:

Master's student in Computer Science at Arizona State University with a strong academic background in Artificial Intelligence, Data Analytics, and Software Development. Proven experience in community leadership through extensive NSS volunteering, along with hands-on technical exposure in data visualization, machine learning, and web technologies. Recognized with multiple merit-based scholarships for academic excellence. Seeking on-campus administrative, student services, and support roles where strong organizational, communication, and teamwork skills are valued.

EDUCATION:

Masters in Computer Science	GPA: 3.33/4.00	2025 – 2027(Expected)
Arizona state University, Tempe.		

- **Relevant Courses:** Data Visualization, Semantic Web Mining, Knowledge Representation & Reasoning.

Bachelors in CSE (AI & ML)

C. V. Raman Global University, Odisha.	GPA: 8.71/10.00	2020 – 2024
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- **Relevant Courses:** Computer Programming, Data Structures, Database Engineering, Design & Analysis of Algorithms, Artificial Intelligence, Cloud Computing, Theory of Computation, Machine Learning, Big Data Analytics, Advanced Machine Learning.

SCHOLARSHIPS:

- CV Raman Welfare Trust Scholarship – **Merit-based academic award**
- PM YASASVI Central Sector Scheme of Top Class Education Scholarship – **Merit-based**

PROJECTS:

Sentiment Analysis of Restaurant Reviews

- Applied structured analysis, documentation, and result validation aligned with research and reporting workflows.
- Built a machine learning-based sentiment analysis system using NLP techniques to classify customer reviews.
- Experimented with multiple models and achieved 77.72% accuracy using Multinomial Naïve Bayes.
- Strengthened understanding of text preprocessing, feature extraction, and model evaluation.

Real-Time Vehicle Detection and Tracking

- Demonstrated ability to work with complex systems, debug issues, and deliver results in deadline-driven environments.

- Developed a real-time vehicle detection system using YOLO for object detection and SORT for tracking.
- Improved traffic monitoring efficiency through accurate detection and continuous object tracking.

GRADING EXPERIENCE:

Grader – Mathematics (Grade 9)

- Evaluated student assignments and exams using predefined criteria
- Ensured consistency and fairness in grading
- Provided written feedback to support student learning and improvement
- Maintained accuracy and confidentiality of academic records

VOLUNTEERING:

National Service Scheme (NSS) | Nov 2022 – May 2024

- Actively participated in large-scale social service and awareness programs including cleanliness drives, national campaigns, and community outreach initiatives.
- Played a key role in organizing a **Mega Blood Donation Camp** in collaboration with HDFC Bank, contributing to the collection of **600+ units of blood**.
- Participated in a **7-day NSS Winter Special Camp** in a rural village, supporting initiatives such as free eye check-up camps, hygiene awareness drives, and cultural engagement programs.
- Developed strong leadership, coordination, and community engagement skills through consistent involvement in team-based social initiatives.

University Event Crew

- Assisted in planning and execution of large university events by coordinating logistics, material distribution, and on-site setup.
- Maintained professionalism while representing the university in public-facing roles.
- Handled front-line communication with students, staff, and vendors during events.
- Managed inventory tracking, ordering, and record-keeping to ensure smooth event operations.
- Worked effectively in time-sensitive, team-oriented environments requiring attention to detail and adaptability.

TECHNICAL SKILLS:

- Tools & Platforms: Git, VS Code, PyCharm, Google Workspace, MS Office
- Data & AI Concepts: Machine Learning, NLP, Data Analysis, Data Visualization
- Programming & Scripting: C, C++, Python, SQL
- Core Strengths: Problem Solving, Leadership, Team Collaboration, Time Management, Organizational Skills, Documentation & Reporting
- Web & Visualization: D3.js, HTML, CSS, JavaScript

Shiva Reddy Marri
1935 E Apache Blvd, Unit 3013
Tempe, AZ 85281
shivareddy8693@gmail.com | +1 (480) 651-6651

Hiring Committee
Arizona State University

Dear Hiring Committee,

I am writing to express my interest in the Reformatting Aide position with Preservation Services at ASU Library. As a Master's student in Computer Science at Arizona State University, I have developed strong technical proficiency, attention to detail, and structured file management skills that align closely with the responsibilities of this role.

Through my academic projects and coursework, I regularly manage large sets of digital files, follow strict formatting and submission standards, and maintain organized documentation systems. I am comfortable working with various digital formats and software tools, including Microsoft Excel, Google Sheets, and image-related file processing. My background in handling structured datasets, digital repositories, and technical documentation has strengthened my ability to work accurately and efficiently with detailed and repetitive tasks.

I am particularly interested in this role because it combines technology, preservation, and research support. I understand the importance of careful handling of rare and fragile materials, accurate file conversion, and consistent recordkeeping to preserve intellectual content for future scholarship. I am dependable, able to work independently, and committed to maintaining high standards of accuracy in every task assigned. I am available to work 15–20 hours per week within the required 9:00 AM–5:00 PM schedule. My availability is as follows:

Monday & Wednesday: 9:00 AM – 2:30 PM
Tuesday & Thursday: 9:00 AM – 11:30 AM
Friday: 9:00 AM – 5:00 PM

I would welcome the opportunity to contribute to the digitization and preservation efforts of ASU Library and support its mission of advancing research, teaching, and creative activities. Thank you for your time and consideration.

Sincerely,

Shiva Reddy Marri

Shreya Kale

Tempe, Arizona | kaleshreya162001@gmail.com | +1 (480) 310-7247

OBJECTIVE

Detail-oriented and dependable undergraduate student seeking a Student Assistant role to support library operations, assist patrons, and maintain organized collections. Eager to contribute strong customer service, administrative, and teamwork skills to create an efficient and welcoming learning environment.

EDUCATION

Arizona State University	Tempe, Arizona
Master of Science in Computer Science	Aug 2025 – May 2027
Savitribai Phule Pune University	Pune, India
Bachelor of Engineering in Computer Engineering	July 2019 – Apr 2023

RELEVANT EXPERIENCE

Student Library Assistant, Savitribai Phule Pune University Apr 2022 – Apr 2023

- Organized and shelved 400+ books weekly using the Library of Congress and Dewey Decimal classification systems, ensuring accurate placement and easy retrieval.
- Conducted shelf reading to identify misfiled or missing items, improving catalog accessibility for students and faculty.
- Assisted patrons in locating academic resources, journals, and project reports, providing courteous and efficient customer service.
- Managed book circulation tasks including issue/return verification and resolving catalog discrepancies.
- Transported and arranged book carts between storage and stack areas while adhering to safety practices.
- Supported special collection displays for new academic subjects and departmental recommendations.
- Maintained a quiet, organized, and study-friendly library environment by enforcing library policies.

Front Desk & Program Support Assistant, Savitribai Phule Pune University Feb 2021 – March 2022

- Served as the first point of contact for students, faculty, staff, and visitors in a high-traffic academic environment, providing professional support via phone, email, and in person.
- Responded to inquiries with clarity and patience while maintaining a welcoming, service-oriented atmosphere.
- Assisted with academic and cultural events, supporting setup, participant coordination, execution, and post-event wrap-up for both in-person and virtual (Zoom) programs.
- Maintained confidential student records, schedules, and administrative documentation with accuracy and discretion while following established procedures.
- Performed clerical and administrative duties including data entry, document scanning, filing, mail handling, and independent completion of extended tasks.

EVENTS, LEADERSHIP & VOLUNTEER EXPERIENCE

International Students and Scholars Center (ISSC) - Volunteer, Arizona State University Nov 2025 – Feb 2026

- Supported ISSC-led academic, cultural, and social events for international students by assisting with event setup, check-in, participant coordination, and on-site support.
- Served as a point of contact during events, providing directions, answering questions, and helping ensure a welcoming and inclusive multicultural environment.

SKILLS

Technical Skills: Library systems, Microsoft Office, Google Workspace, copier/scanner/printer operation, digital check-in and payment tools.

Soft Skills: Dependable, punctual, detail-oriented, collaborative, adaptable, organized, and proactive.

Administrative & Operations: Data entry, record keeping, inventory tracking, scheduling, report preparation, staff and volunteer coordination.

Customer Service & Communication: Patron assistance, professional communication, conflict resolution, cash handling, teamwork, problem-solving, Friendly interaction with attendees, clear directions, professional verbal communication.

Event Support & Logistics: Event setup and teardown, table/chair arrangement, supply organization, station management, inventory tracking, and crowd flow coordination

SHREYA KALE

+1 480 310 7247
kaleshreya162001@gmail.com
Tempe, Arizona

Dear Hiring Committee,

I am writing to express my strong interest in the Reformatting Aide (Student Worker III) position with Preservation Services at the Arizona State University Library. As a highly organized, dependable, and detail-oriented graduate student at Arizona State University, I am excited about the opportunity to support digitization services that preserve and expand access to library and archival materials for the ASU community.

Through my prior experience as a Student Library Assistant and Front Desk & Program Support Assistant in a university environment, I have consistently supported students and faculty in high-traffic settings while maintaining accuracy, professionalism, and strong communication. I am comfortable following structured workflows, completing repetitive detail-oriented tasks, and staying focused on quality while working independently with minimal supervision.

My experience has required strict adherence to procedures and careful handling of materials, especially when working with library collections and administrative documentation. I understand the importance of accuracy, confidentiality, and consistency when managing files and records, and I take pride in completing work that can be closely reviewed without errors.

In addition to customer-facing responsibilities, I bring strong operational and administrative skills aligned with this role, including document scanning, data entry, file organization, and working confidently with standard office equipment such as copiers/scanners/printers. I have experience completing extended tasks independently, maintaining organized records, and supporting process-driven work, skills that translate well to digitization workflows such as image processing support, file conversion, file management, and careful handling of fragile or special materials.

What distinguishes me most is my reliability and work ethic. In previous roles, I balanced academic commitments with part-time responsibilities while remaining punctual, accountable, and trusted to complete tasks with minimal supervision. I work well with detailed instructions, enjoy process-based work, and I am proactive about staying organized, qualities that are essential when operating scanning equipment, managing digital files accurately, and ensuring materials and equipment are handled securely and with care.

I have at least two full semesters remaining prior to graduation and am fully committed to contributing consistently to the Office of Academic and Career Success team. I am highly flexible and available to work within the department's office hours (8:00 AM–5:00 PM, Monday through Friday) during Spring 2026 and Summer 2026, and I have planned accordingly for travel to the Tempe campus location.

I would be honored to support the ASU Library's preservation and digitization efforts by contributing careful, accurate, and dependable work to your reformatting projects. Thank you for your time and consideration. I would welcome the opportunity to further discuss how my skills and experience can benefit your team.

Sincerely,
Shreya Kale

Pranav Jonnala

+1-816-944-7940 pjonnal5@asu.edu [linkedin.com/in/pranav-jonnala](https://www.linkedin.com/in/pranav-jonnala)

Education

Arizona State University <i>Master of Science in Business Analytics</i> Relevant Coursework: Enterprise Data Analytics, Machine Learning in Business, AI & Data Analytics, Predictive Analytics, Business Process Analytics	2025 – 2026 Arizona, USA
Jain University <i>Bachelor of Technology in Computer Science</i>	2019 – 2023 Bangalore, India

Experience

Mu Sigma <i>Decision Scientist</i> - Applied the muPDNA framework to analyze customer cancellation patterns, improving customer retention by 10%. - Developed interactive Power BI dashboards to track KPIs and performance metrics for business stakeholders. - Translated analytical insights into data-driven recommendations, improving revenue predictability and decision-making.	Bangalore, India Aug. 2023 – Apr. 2024
Money Trees <i>Co-founder</i> - Improved operational workflows through business analysis, increasing efficiency by 15%. - Performed sentiment analysis to identify high-performing cryptocurrency trading pairs. - Managed onboarding and engagement of 600+ clients, achieving a 95% satisfaction rate.	Remote Sept. 2022 – Jun. 2023

Projects

ShopNest Sales Analytics Dashboard <i>Power BI</i> - Developed an interactive Power BI dashboard to analyze sales performance, product trends, delivery efficiency, and customer behavior using slicers and drill-through features. - Visualized key metrics including revenue, ratings, payment methods, and seasonal trends to support data-driven business decisions.
Freshco Delivery Analytics Dashboard <i>Microsoft Excel</i> - Created a dynamic Excel dashboard to evaluate home delivery efficiency, partner performance, discounts, and customer experience. - Identified delivery bottlenecks and improvement opportunities through KPI-driven analysis to enhance customer satisfaction.
Employee Data Analysis <i>Python</i> - Processed and merged multiple CSV datasets using Pandas and NumPy in Jupyter Notebook for comprehensive employee analysis. - Implemented conditional logic to derive performance metrics, eligibility criteria, and cost summaries for decision support.
Sales Performance Dashboard <i>Microsoft Excel</i> - Built a pivot-based Excel dashboard to track regional and product-level sales performance over time. - Provided real-time visibility into sales trends to support strategic planning and revenue growth initiatives.

Technical Skills

Languages & Tools: Python, SQL, Power BI, Tableau, Excel, AWS, Minitab
Data Visualization: Dashboard Design, KPI Visualization, Data Storytelling
Analytics: Data Analysis, EDA, KPI Development, Predictive Analytics, Data Modeling
Business Analysis: Requirements Gathering, Stakeholder Management, Process Improvement, Gap Analysis
Methods: Agile, SDLC, SWOT, PESTEL, Root Cause Analysis

Certifications

Data Analytics – Google
Issued: March 2024
Data Analytics + Python – Skillovilla
Issued: March 2025

Pranav Reddy Jonnala
+1 8169447940
pranav.rjonnala@gmail.com

www.linkedin.com/in/pranav-jonnala

Dear Hiring Manager,

I am writing to express my interest in the Reformatting Aide (Student Worker III) position with Preservation Services at the ASU Library. As a Master's student in Business Analytics at Arizona State University, I am eager to contribute my technical skills, attention to detail, and structured work approach to support the digitization and preservation of valuable library and archival materials.

My academic and professional background has required extensive experience working with digital systems, file management, structured documentation, and quality control processes. In my previous role as a Decision Scientist, I worked with large datasets, performed detailed data processing tasks, ensured accuracy in reporting, and followed defined workflows with precision. This experience strengthened my ability to perform repetitive, detail-oriented tasks while maintaining consistency and high standards.

I am highly comfortable working with computers in both Windows and Mac environments and have experience using Excel and other digital tools for data organization and file management. My coursework and projects have required structured file storage, digital formatting, and maintaining organized data repositories — skills directly applicable to image processing, digital file conversion, and managing archival materials. I am confident in my ability to learn and effectively operate scanning equipment, digital cameras, and related preservation technologies.

Beyond technical ability, I bring a strong work ethic, reliability, and the ability to work independently while following detailed instructions. I understand the importance of handling rare or fragile materials with care and maintaining accuracy in every stage of digitization and file management. I take pride in producing precise, high-quality work and supporting team objectives efficiently.

I am available to work 15–20 hours per week between 9:00 AM and 5:00 PM, Monday through Friday, with flexibility to adjust around my academic schedule.

I would welcome the opportunity to contribute to Preservation Services and support ASU Library's mission of preserving and advancing the intellectual work of the university community. Thank you for your time and consideration. I look forward to the opportunity to further discuss my candidacy.

Sincerely,
Pranav Reddy Jonnala

Rachita Agarwal

+1-480-745-0985 ragarw69@asu.edu www.linkedin.com/in/rachita-agarwal

Education

Arizona State University <i>Master of Science in Business Analytics</i> Relevant Coursework: Enterprise Data Analytics, Machine Learning in Business, AI & Data Analytics, Predictive Analytics, Business Process Analytics	2025 – 2026 Arizona, USA
R.V College Of Engineering <i>Bachelor of Technology in Information Science</i>	2019 – 2023 Bangalore, India

Experience

Tarkashi <i>Co-founder</i> - Built and scaled a premium menswear brand, leading pricing and go-to-market decisions. - Identified high-performing SKUs through sales and margin analysis, driving repeat demand. - Established in-house manufacturing, cutting unit costs by 20% and improving margins.	Remote Sep. 2024 – July. 2025
Mu Sigma <i>Decision Scientist</i> - Developed interactive Power BI dashboards to track KPIs and performance metrics for business stakeholders. - Applied the muPDNA framework to analyze pricing and promotion effectiveness, improving revenue outcomes. - Partnered with Sales and Strategy stakeholders to support data-driven commercial decisions	Bangalore, India Jul. 2023 – Mar. 2024

Projects

Sales Forecasting Dashboard Power BI - Developed an interactive Power BI dashboard to analyze regional sales performance and product trends, supporting opportunity sizing and sales performance tracking. - Applied time-series forecasting techniques to project demand and improve forecast accuracy by 25% using MAPE.
Pricing & Promo Optimization For bose Microsoft Excel - Developed a pricing and promotion analysis framework to evaluate historical promotions, product performance, and pricing decisions. - Identified high-impact promotions and budget optimization opportunities, driving an 8% market share increase and \$10M in incremental profit.
Customer Retention & Revenue Optimization through Loyalty Programs Microsoft Excel - Monitored seller acquisition, growth, and retention KPIs to assess overall commercial performance and identify growth opportunities. - Built KPI dashboards to track repeat purchases, redemptions, and customer value, partnering with Sales and Strategy teams to support loyalty program execution.
Operational Cost Analysis Python - Integrated multiple operational datasets using Pandas and NumPy to analyze cost drivers and spending patterns. - Calculated cost metrics and summaries to support efficiency analysis and budgeting decisions.

Technical Skills

Languages & Tools: SQL, Python, Power BI, Tableau, Excel, Minitab
Data Visualization: Dashboard Design, KPI Visualization, Data Storytelling
Analytics: Data Modeling, EDA, KPI Development, Predictive Analytics, Data Analysis
Business Analysis: Requirements Gathering, Stakeholder Management, Performance Tracking, Gap Analysis
Methods: Agile, SWOT, SDLC, PESTEL, Root Cause Analysis

Certifications

Data Analytics – Google
Issued: March 2025
Excel basics – IBM
Issued: March 2025

Rachita Agarwal

Email: agarwalrachita05@gmail.com

Contact: 480-745-0985

<https://www.linkedin.com/in/rachita-agarwal-73085423b/> |
02/24/2026

Dear Hiring Manager,

Dear Hiring Manager,

I am writing to express my interest in opportunities within your organization. With hands-on professional experience across diverse working environments, I have developed strong organizational, communication, and problem-solving skills that enable me to contribute effectively to team objectives and overall business performance.

Throughout my work experience, I have been responsible for managing tasks efficiently, meeting deadlines, and maintaining high standards of accuracy and professionalism. I have gained practical exposure to customer interaction, data handling, coordination tasks, and operational support, which has strengthened my ability to adapt quickly to new systems and workflows. My experience has also helped me build resilience, time management skills, and the ability to work productively under pressure.

I am proficient in using digital tools and software relevant to modern workplace environments and am comfortable learning new technologies when required. My analytical thinking, attention to detail, and commitment to continuous improvement allow me to approach responsibilities with a structured and results-driven mindset.

I am a dependable and motivated individual who values teamwork, accountability, and professional growth. I am confident that my skills and experience would allow me to add value to your organization while continuing to expand my capabilities.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with your organizational needs.

Sincerely,

Rachita Agarwal

JATIN PRASAD SATYAM

+1 602 751 3804 | jsatyam@asu.edu | github.com/JatinSatyam26 | linkedin.com/in/jatinsatyam/2184

EDUCATION

Master of Science in Robotics and Autonomous Systems (Systems Engineering)

Arizona State University, Ira A. Fulton Schools of Engineering, Tempe

August 2025 - Present

GPA: 3.22/4.00

Relevant Coursework: **Systems** Engineering, Robotics Planning and **Control**, Manufacturing **Systems**, Statistical Analysis, Industrial Automation, Project Management

Bachelor of Engineering in Mechanical Engineering

University of Mumbai, Fr. C. Rodrigues Institute of Technology, Navi Mumbai, India

May 2024

GPA: 9.8/10

Relevant Coursework: Manufacturing Processes, Operations Research, Industrial Engineering, Computer Aided Design, Kinematics of Machinery, Heat Transfer

EXPERIENCE

Manufacturing Systems Engineer

July 2024 – July 2025

Tata Motors

Pune, India

- Developed optimized facility layouts and sub-assembly station workflows for new **production** lines, increasing overall plant throughput by 15% through strategic planning.
- Implemented a tiered accountability system and standard problem-solving processes by collaborating with 4 cross-functional departments to ensure operational excellence and efficiency.
- Created **comprehensive** workflow documentation and training materials for standard **work**, reducing onboarding time for 50+ new **production** staff by approximately 25% annually.

Software Engineer (Part-time)

April 2022 – June 2024

HCL Technologies

Navi Mumbai, India

- Automated technical documentation workflows using Large Language Models (LLMs) and Prompt Engineering, resulting in a 30% reduction in manual report generation time.
- Collaborated with industrial engineering teams to integrate digital communication tools into existing manufacturing workflows, improving data **accuracy** for 12 strategic projects.
- Refined complex system controls and testing protocols by executing statistical analysis on performance data, achieving a 10% improvement in system reliability metrics.

TECHNICAL SKILLS AND CERTIFICATIONS

Programming Languages: Python

Data & Analytics: Operational Excellence

Computer Vision & Robotics: ROS2

Natural Language Processing: Large Language Models (LLMs)

Data Automation Skills: Ansys, AutoCAD, CAD Modeling (SolidWorks, Catia V5, Fusion 360), Industrial Engineering, MATLAB, Manufacturing Operations, Mechanical Engineering, Process Optimization, Project Coordination, Prompt Engineering

Soft Skills & Behavioural Keywords: Collaboration, Problem Solving, Stakeholder Management

Certifications: Certified Manufacturing Engineer (CMfgE), Six Sigma Green Belt, SolidWorks Professional (CSWP), Project Management Professional (PMP)

Extra-Curricular: President (2023-24) of the ECO Club, overseeing environmental research; Secretary (2022-23) of the MESA, coordinating engineering events; Volunteer at INVEST 22 and ICNTE 23 International Conferences

ACADEMIC PROJECTS

Natural Language-Driven Robotic Manufacturing System | LLaMA 3.3, Computer Vision, Prompt Engineering

- Engineered a natural language **control** system integrating LLaMA 3.3 and Prompt Engineering to automate pick-and-place tasks with 0.5mm sub-millimeter precision.
- Developed persistent state management and vision-**based** feedback loops by utilizing OpenCV, which enhanced the system's adaptability to dynamic manufacturing **environment** changes.
- Increased operational efficiency for automated sub-assembly stations by 20% through the implementation of conversational **AI** interfaces for non-technical operator interaction.

Gyro Stabilized Platform Rotor Development | SolidWorks, Ansys Workbench, Modal Analysis

- Designed 8 iterations of high-speed gyro rotor assemblies using SolidWorks to optimize stability and performance for critical defense-grade manufacturing applications.
- Conducted rigorous modal analysis on Ansys Workbench to overcome resonant frequencies, which improved the structural integrity and lifespan of components by 18%.
- Validated performance improvements through accelerometer-**based** vibrational analysis and successfully manufactured a final rotor assembly that met all stringent quality compliance standards.

Vision-Based Autonomous Navigation & Layout Mapping | OpenCV, BFS Pathfinding, Homography Correction

- Developed a vision-**based** maze navigation system using BFS pathfinding and OpenCV to simulate autonomous material handling workflows within a facility layout **environment**.
- Implemented homography correction and calibrated coordinate transformations to achieve precise autonomous trajectory execution, reducing navigation errors by approximately 12% during trials.
- Optimized pathfinding algorithms for real-time processing which facilitated faster layout mapping and enhanced the efficiency of simulated industrial robot navigation tasks.

JATIN PRASAD SATYAM

Tempe · +1 602 751 3804 · jsatyam@asu.edu

GitHub: github.com/JatinSatyam26 · **LinkedIn:** [linkedin.com/in/jatinsatyam/2184](https://www.linkedin.com/in/jatinsatyam/2184)

February 24, 2026

Hiring Manager Dover Food Retail
Keosauqua, IA

Dear Hiring Manager,

I am writing to express my **strong** interest in the Manufacturing Engineering Intern position at **Dover Food Retail**. As a Master of Science student in Robotics and Autonomous **Systems** at Arizona State University graduating in May 2027, I am actively seeking an **internship** role where I can apply my background in **systems** engineering and industrial automation. My previous experience as a Manufacturing **Systems** Engineer at Tata Motors, combined with my advanced technical training, aligns perfectly with **Dover Food Retail's** commitment to **innovation** and operational excellence in **refrigeration systems**.

My professional background is rooted in automating data workflows and optimizing **production** pipelines to drive efficiency. During my tenure at HCL **Technologies**, I automated technical documentation workflows using Large Language Models, which achieved a 30% reduction in manual report generation time and significantly improved data **accuracy** across 12 strategic projects. At Tata Motors, I increased plant throughput by 15% through the strategic development of sub-assembly station workflows and automated facility layouts. Furthermore, I refined complex system controls by executing statistical analysis on performance data, resulting in a 10% improvement in reliability metrics.

I have extensive experience in ETL processes, SQL, and creating **comprehensive** documentation and troubleshooting guidelines. While at Tata Motors, I developed standard **work** materials that reduced onboarding time for over 50 staff members by 25% annually. I am highly proficient in CAD modeling and Ansys, having utilized these tools to improve component lifespans by 18% through rigorous modal analysis. I am eager to apply these skills to **Dover Food Retail's** implementation of new **production** lines and tiered accountability **systems**, ensuring that all projects meet strict milestone dates while maintaining high standards of quality and compliance.

I am confident that my technical expertise in process optimization and my results-driven approach make me a **strong** fit for your engineering team. I would welcome the opportunity to discuss how my skills in automation and operational excellence can contribute to the **success** of **Dover Food Retail**. Thank you for your time and consideration of my application.

Sincerely,
JATIN PRASAD SATYAM

Rithik Roy Thati

Hyderabad, India | thatirithikroy@gmail.com / rthati1@asu.edu

LinkedIn.com:www.linkedin.com/in/rithik-roy-thati-665318201

Objective

MS-AIB student at W. P. Carey School of Business with a strong foundation in AI, business analytics, and academic mentoring. Proven experience in delivering high-impact seminars, peerlearning initiatives, and leading large-scale NGO projects impacting 200,000+ beneficiaries. Former HR Operations Associate with hands-on experience in automation, API integrations, and Gen-AI tools.

Education

Masters | W.P.Carey School Of Business Arizona
State University,Arizona,United States.

Coursework: Artificial Intelligence In Business

Jan 2026 - Present

Bachelor Of Computer Science | Aurora's Technological and Research Institute,
Hyderabad,TS,India.

Coursework: Computer Science and Engineering [AIML]

Grade: 6.45 CGPA

Intermediate | Sri Chaitanya Junior College,Hyderabad,TS,India.

Coursework: MPC

Grade: 78%

Class 10 | Delhi Public School,Nachara,Hyderabad,TS,India

Grade: 7.5 CGPA

Technical Skills

- **Programming:** Python, Java, C, C++
- **AI & ML:** Machine Learning, CNNs, Computer Vision
- **Databases:** MySQL
- **Web:** HTML, CSS, JavaScript
- **Automation & Tools:** App Scripts, APIs, Make.com, Bolt.new
- **Platforms:** Darwinbox, Adrenalin, Zoho
- **Gen-AI Tools:** ChatGPT, Gemini, ElevenLabs, VAPI

Research & Analytical Skill:

- Data analysis & reporting
 - Process optimization & workflow design
 - Automation using APIs & scripting
 - Applied use of Generative AI in operations
 - Academic research assistance & documentation
 - Survey design, data validation, and insights generation
-

Projects

Final Year Project – Classification of Pests using Computer Vision CNN Algorithm - Built a model using CNN to classify pests, helping in modern agricultural diagnostics.

Personal Project – ERA | Online Shopping (Luxury Lifestyle Website)

- Developed a fully responsive and functional e-commerce website using HTML, CSS, and JavaScript.
- Key features: responsive design, intuitive UI, dynamic product listings, shopping cart, secure checkout, and interactivity with JavaScript.

Work Experience

HR Operations Intern — Nxtwave

July 2025 – October 2025

- Managed and streamlined HR data across multiple internal systems using automation workflows and scripting tools.
- Built and maintained App Scripts, API integrations, and no-code automation pipelines to improve HR operations efficiency.
- Supported onboarding processes, documentation, and HRMS updates with high accuracy.
- Utilized Gen-AI tools for drafting, data handling, and process optimization. • Handled Payroll & HR Data Administration

HR Operations Associate — Nxtwave

October 2025 – December 2025

- Led **end-to-end HR operations**, managing employee lifecycle data across multiple HRMS platforms.
- Designed and implemented **automation workflows using App Scripts, APIs, and nocode tools**, significantly reducing manual effort.
- Integrated HRMS platforms (Darwinbox, Adrenalin) to streamline onboarding, validations, and reporting.
- Applied **Gen-AI tools** (ChatGPT, Gemini, ElevenLabs, VAPI) for automated communication, documentation, and process optimization.
- Collaborated with cross-functional teams to improve **process efficiency, data accuracy, and scalability**.

Tools Used:

GSheets, Bolt.new, ChatGPT, Gemini, Zoho, Darwinbox, Adrenalin, Make.com, Eleven Labs, VAPI, App Scripts, API Integrations.

Leadership & NGO Work

General Secretary – Student Activity Committee (SAC)

Aurora's Technological and Research Institute | 2024–2025

- Directed and supervised all student-led technical and extracurricular activities.
- Built strong relationships between students and faculty through effective planning and communication.
- Developed interpersonal and organizational development skills through structured team coordination.

Chief Vice Chair – Street Cause Hyderabad

Hyderabad Youth Assembly | 2023–2025

- Gained 2 years of transformative experience in an NGO operating in a corporate-like structure.
- Led **finance, auditing, fundraising, and PR operations** for a student-run NGO operating at city scale.
- Played a key role in initiatives that **positively impacted 200,000+ individuals** across education, food security, water sanitation, and poverty alleviation.
- Managed and audited project funds, ensuring **transparent utilization and compliance**.
- Led fundraising and outreach campaigns enabling **classroom construction, educational resource distribution, and community development projects**.
- Actively contributed to projects aligned with **UN SDGs**: Quality Education, Zero Hunger, No Poverty, Clean Water & Sanitation.
- Awarded **Letter of Recommendation from the CEO** for leadership, accountability, and execution excellence.

Teaching & Academic Engagement:

Student Seminar Lead & Academic Mentor:

Aurora's Technological and Research Institute

- Delivered **faculty-nominated seminars** on core AIML and computer science subjects to undergraduate cohorts.
- Designed **interactive learning activities, discussions, and problem-solving exercises**, improving topic comprehension and classroom engagement.
- Supported peers through structured doubt-clearing and exam-oriented mentoring sessions.
- Recognized by faculty for **initiative, clarity of instruction, and student engagement outcomes**.

Certificate Courses

- **Human Resource Management-** Great Learning | July 2025

Subject: **Application for Reformatting Aide – Preservation Services**

Dear Hiring Team,

I am writing to express my strong interest in the **Reformatting Aide (Student Worker III)** position within Preservation Services at the ASU Library. I am highly motivated by the opportunity to contribute to the preservation and digitization of scholarly and archival materials, and I believe my technical proficiency, attention to detail, and structured data management experience make me a strong candidate for this role.

I understand that Preservation Services plays a critical role in safeguarding the intellectual output of the university. Digitization work requires precision, consistency, and a deep respect for rare and fragile materials. These are responsibilities I take seriously.

Through my academic and professional experience, I have developed strong technical skills in handling structured digital workflows. I am comfortable working with computers across Windows and Mac environments, organizing files systematically, and maintaining digital file integrity. My experience working with relational databases, structured data systems, and digital file management has strengthened my ability to follow detailed procedures, manage large datasets, and ensure accuracy in repetitive tasks.

I also have experience using **Adobe software tools**, including Photoshop and Acrobat, and am comfortable performing image processing, file conversion, and digital formatting tasks. My coursework and technical projects have required careful data cleaning, file organization, and documentation practices—skills that directly align with digital preservation workflows.

Additionally, in my previous professional roles, I have:

- Maintained organized digital file systems with strict naming conventions
- Performed detailed data entry and quality assurance checks
- Followed step-by-step technical procedures independently
- Handled sensitive and important materials with care and discretion
- Completed repetitive, detail-oriented tasks with sustained accuracy

I am comfortable operating scanning equipment, digital cameras, and file management systems, and I am highly capable of learning new equipment and digitization workflows quickly. I understand the importance of maintaining consistency in digital media formats such as TIFF, JPEG, PDF, and audio/video files.

Beyond technical ability, I bring reliability, punctuality, and the ability to work independently with minimal supervision. I take pride in producing accurate, high-quality work and understand that digitization projects often require careful review and precision.

I am available to work **15–20 hours per week between 9:00 AM and 5:00 PM, Monday through Friday**, and can adjust my schedule around academic commitments as required.

It would be an honor to contribute to Preservation Services and support ASU's mission of preserving and expanding access to knowledge for future generations.

Thank you for your time and consideration.

Sincerely,

Rithik Roy Thati

MS-AIB'26

rthati1@asu.edu

W.P.Carey School Of Business

Arizona State University

NAIMJON IBRAGIMOV

(480) 743-2587 • nibragi1@asu.edu • linkedin.com/in/naimjon-ibragimov-71b553393

SUMMARY

ASU Information Technology student with strong attention to detail and experience handling documentation, data entry, and organized file workflows. Reliable and careful when following detailed instructions and performing repetitive, accuracy-focused tasks. Comfortable working with Windows, spreadsheets, and structured file management.

EDUCATION

B.S., Information Technology

Expected 2030

Arizona State University, Tempe Campus, AZ

3.20 GPA

Relevant coursework: Operating Systems, Programming Logic (Python), Networking Fundamentals (IFT 166)

TECHNICAL SKILLS

File & Data Handling: Accurate data entry; naming conventions; organized folder structures; quality checks

Spreadsheets: Microsoft Excel, Google Sheets (tables, sorting, basic formulas)

Computer Skills: Windows; basic troubleshooting; careful handling of equipment and materials

Strengths: Attention to detail, reliability, following procedures, independent work, confidentiality

Languages: English, Russian, Iranian (Persian/Farsi), Ukrainian, Belarusian

EXPERIENCE

MegaFon Tajikistan, Dushanbe, Tajikistan: Customer Support Assistant (Part-time) 01/2023 – 08/2024

- Maintained accurate records and documentation for customer requests and resolutions; organized information for follow-up
- Completed data entry and verification steps carefully to reduce errors
- Followed procedures and communicated clearly while handling sensitive or escalated issues

Somon Air LLC, Dushanbe, Tajikistan: Airline Customer Service Representative (Part-time) 07/2022 – 05/2023

- Verified documentation and maintained accuracy under time pressure in a fast-paced environment
- Coordinated follow-up actions with staff and kept information organized

ACTIVITIES

Volunteer (Events)

- Supported event setup/breakdown and completed assigned tasks accurately and on time

Naimjon Ibragimov

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February 24, 2026

Hiring Committee

ASU Library — Preservation Services (Digitization)

Tempe, AZ

Dear Hiring Committee,

Please accept this cover letter and attached resume as an indication of my sincere interest in the Reformatting Aide position with ASU Library Preservation Services. I am an ASU Information Technology student who is detail-oriented, dependable, and comfortable following detailed instructions for accuracy-focused tasks.

This role is a strong fit for me because it combines careful handling, organized file management, and consistent attention to detail. I am comfortable working with computers and spreadsheets, performing accurate data entry, and maintaining clean, organized electronic files. I also understand the importance of handling materials securely and following procedures in a digitization environment.

In my previous roles, I supported fast-paced operations by documenting information accurately, checking details carefully, and completing repetitive tasks reliably. I stayed organized while handling multiple requests and maintained professional standards. These strengths translate directly to scanning workflows, file conversion and management, and careful handling of rare or fragile materials under supervision.

Thank you for your time and consideration. I would welcome the opportunity to support Preservation Services with reliable execution, strong organization, and close attention to detail. I can be reached at nibragi1@asu.edu or (480) 743-2587.

Sincerely,

Naimjon Ibragimov