

APOORVA SINGH

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EDUCATION

UNIVERSITY OF FLORIDA – Hough Graduate School of Business Administration Gainesville, FL
Master of Business Administration May 2009

- Concentrations: Finance and Decision Information Sciences

UNIVERSITY OF OKLAHOMA Norman, OK
Bachelor of Science in Electrical Engineering May 2007

EXPERIENCE

Intern September – December 2003
Sanitech Corporation Lorton, VA

- Worked in the Research and Development department, assisting in the design of the electronic control and ignition system of the Sanitech Machine
- Integrated the safety control into a single control system; this new design has been adopted as an integral part of the present design of Sanitech equipment
- Worked directly under the Vice-President in the Marketing department, assisting with the planning and management of various trade shows in the food industry
- Tested and approved each sub assembly as well as the end product in the Quality Control division

Sales Clerk May 2003 – July 2003
Barnes & Noble College Bookstores Annandale, VA

- Conducted inventory management
- Provided quality customer service
- Operated Cash register

Assistant Manager July 1998 – May 2001, September 2001 – May 2002
Dr. Swasti Sinha Motihari, India

- Managed and supervised a staff of two in the Records and Payroll department
- Responsible for accounting, record keeping, and IT services

Volunteer May 2001 – August 2001
World Health Organization Sitamarhi, India

- Worked as a volunteer in different parts of rural India with the Polio Immunization Program
- Helped with immunizations, and statistics and record keeping

SKILLS

Computer: PSpice, BASIC, Java, Assembly Language, MS DOS, Microsoft Office (Word, Excel, PowerPoint)

Language: Fluent in Hindi

AWARDS

Dean's List, two semesters

Phi Theta Kappa International Honor Society

Placed in the top 7% of national scores on the Graduate Management Admission Test