

Swetha Nair

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EDUCATION

B.S. Business Administration Management Information Systems w/ Dance Minor - May 2025

San Jose State University, San Jose, CA, GPA: 3.62

Relevant Coursework: Systems Analysis & Design, Management Information Systems, Management & Organizational Behavior, Global Dimensions of Business, Managerial Accounting, Networking & Data Communication, Business Analytics

SKILLS: Leadership Skills, Management/Sales Experience, Python, Excel/Google Sheets, Quick Learner/Adaptable, Accounting, Budgeting, Proactive Initiative, SQL, ERD, Gantt/CPM, Agile, UML, DFD

WORK EXPERIENCE

Keyholder/Salesperson Daniel's Jewelers, Milpitas/San Jose, CA Feb. 2021-Sept. 2021

- Promoted to Keyholder within 2 months of employment and offered Manager position due to detail-oriented and quick adoption on execution of duties including intricate opening & closing procedures, floated to provide coverage at other storefronts, possible with great adaptability and initiative (different merchandise and set-ups)
- Created and guided customers through credit accounts with in-store credit lines and Synchrony, Sunbit, lease-to-owns, and other accounts; multiple step process with faxing, calling, negotiating.
- Sold upwards of \$450,000 worth of merchandise and contributed to increasing store sales consistently to top within the company. Selling one-on-one with diverse walk-in customers as well as kept up proactively with personal client lists, phone calls, and store-front marketing. Experience with negotiation, trusted with responsibility to complete bankruns, inter-store jewelry transfers, and proactively learned and executed repairs

Salesperson/Cashier Bath & Body Works, Milpitas, CA Sept. 2020 - Feb. 2021

- Achieved top salesperson consistently: highest numbers for check-out add-ons, holiday box set sales, conversion rates, and email sign ups because adaptable to diverse customer needs
- Assisted customers with finding the perfect scents for them and gifts and increased store sales/conversion. Provided high quality customer service while still being efficient with sales and handling large influx of customers, up to 500 in a shift. Managed inventory of store products and streamlined restocking the store

Day Care/Camp Instructor Safari Kid, Milpitas, CA Jan. 2018-Feb. 2019 (Seasonal)

- Supervised and educated children age 5-9 (up to 45 at a time), required high patience, communication skills, and empathy
- Recruited as dance teacher, asked to be full-time instructor teaching: math, english, workouts, science, basketball, crafts and take on a leadership role due communication and adaptability

VOLUNTEER EXPERIENCE

Dance Team Captain/Manager SJSU Sahaara (Desi Dance Network) Aug. 2021 - Aug. 2024

- Choreographed and trained team in collaborative effort for school's competitive team in national Bollywood-fusion circuit that most colleges in nation participate in; perfected competition application training process with 100% acceptance rate for first time. demonstrated leadership and team player skills
- Coordinated professionally with external DJs, competition coordinators, and school club sports management and resources and provided consistent motivation to team throughout and organized travel accommodations for team of 21-23 college students cross-country (Texas, North/South Carolina, and California: LA, SF, San Diego)
- Recruited and trained two teams of 21-23 and selected and trained/managed the leadership team of 8 and spearheaded restructuring of year timeline and created efficient practice plans including multiple conditioning regimes and complex dance training, always looking for different perspectives to communicate with each dancer on team, also established values and expectations document for years to come

Radio Jockey and Service Volunteer ThankGoshIt'sFresh Radio/PRAGNYA March 2017-Aug 2019

- Conducted research to write and execute weekly talk shows demonstrating clear communication skills, initiative, and reliability throughout balancing a full plate of school
- Supported children with autism through one-on-one pairing and acculturation sessions with patience and understanding.

ACTIVITIES: **Member** Management Information Systems Association (SJSU), **Captain/Safety Officer/Manager** Sahaara - Competitive Bollywood Fusion Dance Team, **Lead Liaison/Member** University Dance Theatre Troupe