

ASHIMA GANDHI

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EDUCATION **Drexel University; Anticipated Graduation 2013**

Bachelor of Science in Business Administration
Concentration in International Business

Related Coursework: Globalization, Business Communication, International Business, Marketing Management, Professional Personal Selling, and Social Responsibility for Business, Operations Management, Consumer Behavior and Sales Management

HONORS AND AWARDS

September 2008 – Present	Dean's Scholarship, Drexel University
March 2011	Dean's List for GPA 3.71, Drexel University
May 2010	Betterment Award, Gamma Sigma Sigma National Service Sorority

EXPERIENCE

2012-Present	Community and Government Relations/Drexel Business Services [Philadelphia, PA] Lancaster Avenue Community Co-op Conducting research to improve conditions in West Philadelphia focusing on Lancaster Avenue. Working alongside People's Emergency Center to revitalize the corridor and increase standard of living. Conducting surveys and assisting small businesses with different marketing techniques to engage community through social media and events such as Second Fridays
2011 – Present	Drexel University [Philadelphia, PA] Resident Assistant Supervising residents, building floor and hall wide community amongst peers, enforcing hall and university policies, promoting diversity and encouraging involvement. Assisting residents with academic and personal development
March 2011 - September 2011	Drexel Conference Services [Philadelphia, PA] Conference Services Co-Op Assisted the Associate Director in planning and implementation of the 2011 conference season. Daily operation of four residential buildings, managed student staff and provided customer service to conference guests. Managed 30 staff members, enforced policies, management of disciplinary procedures and led weekly staff meetings. Participated in staff recruitment and conducted interviews. Managed staffing schedules via <i>Shiftplanning</i> software. Prepared all check-in materials for conference guests, using Microsoft Office mail merge software
March 2011 - September 2011	MicroSociety [Philadelphia, PA] Business Communications and Marketing Co-op MicroSociety creates a real-life learning environment for children. Worked in a team to organize a conference in Florida for schools with the Micro program; Improve school relations and created a database to enhance communication for the non-profit organization
2008	EARCOS Global Issues Network Conference [Beijing, China] Led a presentation dealing with issues of poverty and how to help eradicate it to meet the United Nations Millennium Development Goals

ACTIVITIES

2010 – Present	Gamma Sigma Sigma, National Service Sorority Service Vice-President Organizing and participating in service opportunities to benefit different causes
2009 – Present	The Triangle Photographer and copy-editor Drexel University's weekly, student-run newspaper