

JAYA H PATEL

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EDUCATION

Syracuse University (Syracuse, NY)

Bachelor of Science

May 2024

S.I. Newhouse School of Public Communications: Public Relations, Financial and Investor Communications Emphasis

Martin J. Whitman School of Management: Business Analytics

Renee Crown Honor's Program, Dean's List (The Newhouse School)

WORK EXPERIENCE

Syracuse University (Syracuse, NY)

Whitman School of Management Career Center Assistant

August 2022-present

- Provide career coaching to undergraduate students for resume/cover letter writing, internship searching, interview preparing and additional professional development assistance

Brick & Patel LLP (New York, NY)

Legal Intern

May 2022-August 2022

- Assist attorneys on drafting, executing, and digitizing their client's estate planning documents (Will, POA, HCP/LW)
- Led a Microsoft Excel workshop including sorting, pivot tables, data validation, and more intermediate-high level spreadsheet skills

Syracuse University, (Syracuse, NY)

Faculty Data Entry Position

December 2021-May 2022

- Review Syracuse faculty's CV's and enter corresponding data into Faculty Success software enabling faculty members to apply for grants efficiently with standardized data

Community Health Center (Mashpee, MA)

Public Relations Intern

January 2022-February 2022

- Created internal and external communications campaigns utilizing statistics, visuals, and quotes
- Built an analytics system to record website traction and identify patterns amongst users

Idea Hub Company LLC (New York, NY)

Digital Marketing Intern

July 2021-August 2021

- Created TikTok video ideas and wrote detailed instructions based on current trends and brand messaging
- Strategized and presented marketing efforts and data analytics for clients

Passion River Films (Warren, NJ)

Social Media Intern

June 2021-August 2021

- Led, managed and created content for media accounts (Instagram, Facebook, Twitter, LinkedIn, and TikTok)
- Recorded weekly analytics for website traction and social media, and analyzed consumer behavior

LEADERSHIP EXPERIENCE

The Women's Network- Syracuse (Syracuse, NY)

President

January 2022-present

- Build and lead a board of ambitious leaders that help promote and execute events
- Coordinate and moderate speaker events with female trailblazers
- Work closely with the university and nationals to maintain student organization status

Vice President

May 2021-December 2021

- Oversaw the VP of Events, Marketing, Finance, DEI, and Trip Coordinator
- Fostered a positive culture within the Executive Board and organization

Blog Writer

January 2021-May 2021

- Brainstormed and wrote article pitches that aligned with TWN's mission
- Wrote a blog article once a week to recap a speaker event or provide advice

The Women's Network- Nationals (New York, NY)

February 2022-May 2022

National Launch Committee

- Interview candidates for Executive Boards of UNC Chapel Hill and Santa Clara University
- Work closely with current members at the university to recruit and train Executive members

CitrusTV (Syracuse, NY)

News Social Content Producer

August 2020-August 2021

- Created graphics for breaking news, campus updates, etc.
- Communicated with the team to promptly execute information

SKILLS

Data: Microsoft Excel Certified, Google Analytics Certified, RStudio

Digital: Adobe Premier Pro, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Canva Design, Anchor Audio

Social: Sprout Social, Basecamp Project Management, Asana Team-Based Management, Slack, PESO Certified

Language: APA Style, Chicago Style, French, Gujarati