

# Vivaan Jain

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## EDUCATION

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

March, 2028

Bachelor of Science, Economics

- Relevant Coursework: ECN 212, ECN 221, MAT 211, ACC231, CSE 110
- Awards: Deans List
- GPA: 3.34

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## SKILLS & ACTIVITIES

- **Languages:** English (Advanced), Java Script, HTML, Java.
- **Computer Skills:** Data Entry and Database Management, Microsoft office and google workspace, Excel.
- **Technical Skills:** Problem Solving and Critical Thinking, Time Management and Multitasking.
- **Activities:** Event and Meeting Coordination, Team Collaboration.
- **Volunteering:** Volunteered for the Blood Donation Camp at the Rotry Club
- **Interests:** Analyzing Financial Markets, Paper Trading, Creative Writing.

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## PROFESSIONAL EXPERIENCE

**Finance Intern, InnoLearn Solutions Pvt Ltd**

05, 2023 – 06, 2023

- Enhanced team communication by implementing efficient Gmail protocols and automation.
- Achieved a decrease in load time for the company website by optimizing existing HTML scripts.
- Assisted in managing a database of user records using advanced spreadsheet techniques.
- Reduced software defect rate by optimizing Java code for better performance.
- Improved user engagement through developing new HTML-based components for the website.

**Office Aide, ESSE TRADING IMPEX LLP**

05, 2024 – 08, 2024

Assisted in managing correspondence, filing, and documentation for trading and logistics activities.

- Coordinated with suppliers, clients, and internal departments to facilitate order processing and shipment tracking.
- Maintained inventory and office supplies, ensuring timely procurement and restocking.
- Supported data entry, record keeping, and report preparation related to import/export transactions.
- Helped organize meetings, prepare agendas, and handle communication across departments.
- Monitored and updated spreadsheets, invoices, and purchase orders with accuracy and attention to detail.

**Office Assistant, Department of Psychology, Arizona State University**

03,2026-Present

- Provide front-desk support and assist students, faculty, and visitors with inquiries.
- Manage calls, mail, scheduling, and departmental records.
- Support financial documentation processing and maintain accurate data entry in Workday.
- Assist with inventory, office organization, and administrative projects while handling confidential information.

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## LEADERSHIP EXPERIENCE

**Model United Nations, Alpha Urbane Project**

Representative of Luxembourg | 09/2019 – 10/2019

- Drafted and presented position papers and resolutions.
- Negotiated with delegates to build consensus and deliver formal speeches.

**Annual Day Events Committee Member**

09/2017 – 05/2018

- Assisted in planning and coordinating event logistics and scheduling.
- Collaborated with teams to manage communication and event execution.