

Sanjita Basu

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EDUCATION

The University of Texas at Dallas; GPA: 3.67

May 2028

Bachelor of Science, Finance and Investment, Minor: Business Analytics

Academic Excellence Scholarship

PROFESSIONAL EXPERIENCE

Pluckers Wing Bar, Plano, Texas

September 2024 – Current

Server

- Implemented efficient time management skills to serve 40+ customers, resulting in \$100+ daily tips by ensuring 100% productivity and excellent customer service by consistently checking in
- Demonstrated excellent communication skills with customers, chefs, kitchen staff, and upper management, resulting in a customer satisfaction rate of over 95%
- Assisted clients through every stage of their dining experience, offering suggestions when necessary and always ensuring 100% guest pleasure

Sixty Vines, Plano, Texas

May 2024 – September 2024

Host

- Effectively communicated with all customers to ensure 100% customer satisfaction
- Assessed customers' needs when there was an issue and created a solution that would ensure 100% customer satisfaction
- Maintained communication between guests and FOH to ensure a 100% happy and clean dining experience
- Gained proficiency with the OpenTable app, improving customer reservation processes and service efficiency

ACADEMIC PROJECT EXPERIENCE

Career Opportunities for Business Majors, Business Communication

October 2024

- Collaborated with other group members to equally divide the work, and create a smooth presentation
- Performed in-depth research on multiple fields of the business analytics career path
- Created a visual presentation that was simple, yet effective in aiding the audience's understanding of the information being presented receiving a grade of 92%

LEADERSHIP EXPERIENCE

Mock Trial, Head Witness

August 2023 – May 2024

- Organized practice trial meetings to optimize team performance, contributing to competition victory across Dallas
- Mentored and trained team witnesses to improve skills, enhancing overall team effectiveness

Women Empowerment Collective, Co-President

August 2023 - May 2024

- Educated and raised awareness of women's everyday struggles among club members
- Organized fundraisers to collect feminine products to distribute them throughout the West Plano area at no cost to those using them

Health Occupations Students of America (HOSA), Co-President

August 2022 - May 2023

- Managed registration and funds for hundreds of students participating in national HOSA competitions
- Organized educational workshops and seminars to enhance the skills and knowledge of 300+ club members, leading to a 5% better appreciation of public health careers and efforts

ADDITIONAL INFORMATION

Skills: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Tableau

Languages: English, Bengali, Hindi, Urdu

Eligibility: US Citizen