

# Anjali Patel

fort worth, Texas | 8457989548  
Anjalipatel10122@gmail.com

## Education

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**University of Texas at Arlington | Arlington, TX**  
**Masters of Business Administration | 05/2026**

**SUNY Stony Brook University | Stony Brook, NY**  
**Bachelors of Business Management | 08/2022**

**Sullivan County Community College | Loch Sheldrake, NY**  
**Associates of Business Administration | 05/2020**

## Experience

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**RK Hospitality LLC | CT, Branford**  
**Human Resources Administrator | 11/2022 - Present**

· Overseeing payroll, Facilitating employee onboarding and training as well as terminations · Providing guidance on employee behavior and conflict resolution Communicating with external partners, including but not limited to the department of labor, Family and medical leave, Paychex flex, Unemployment Insurance.

**RK Hospitality LLC | CT, Branford**  
**Assistant Accountant | 10/2020 - Present**

· Reconcile invoices and identify discrepancies, enter financial transactions into internal databases, and maintain digital and physical records. · Create and update expense reports, bank reconciliation, controlling credit and chasing debt · Working with spreadsheets, sales, and purchase ledgers and journals

**Student Government Association (SGA)**  
**Vice President | 01/2020 - 07/2024**

· Supervised all logistic aspects of the organizational booking keep tasks while constantly assisting members locate campus records · Hosted community building events to help reduce stress and increase networking opportunities for students

**Faculty Student Association (FSA)**  
**Student Board Member | 01/2020 - 07/2024**

· Reportedly directed financial records to board members and negotiated ways to manage budgets · Responsible for administration of financial programs designed to maximize data extraction and record keeping practices within the organization for better documentation

**National Society Leadership and Success (NSLS)**  
**VP & Treasurer | 08/2019 - 07/2024**

· Coordinated, Planned & recruited committees to manage a series of meetings and programs · Reserved chapter's collections and disbursements, prepared and monitored the budget while maintaining accurate financial records

**Business Club**  
**Founder and President | 08/2018 - 07/2024**

· Customized and depleted water bottles and branded products in order to fundraise money for the members to gain opportunities in acquiring leadership skills · Utilized Microsoft Word and PowerPoint to generate flyers in order to introduce and promote the club, its activities, and one-on-one events on various social media platforms

## Skills

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Time management, Communication skills, Microsoft excel, Microsoft word, Bilingual, Problem Resolution, critical thinking, empathy, adaptability, collaboration