

Kiran “Winter” Kanda

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EDUCATION:

University of California, Berkeley Extension

March — September 2021

Full-Stack Coding Bootcamp

- Used Python, HTML, CSS, Javascript and Git/GitHub to create applications for deployment on Heroku and SQL to create databases and to structure data for efficiency. In this software development program, I learned how data analytics and computer science are relational and integral to a business organization.
- Developed project management skills to manage diverse and versatile team projects.

University of San Francisco (USF), San Francisco, CA

June 2020

Bachelor of Science in, Business Administration — Major: Finance

- *Honors: Cum Laude (GPA 3.8)*
 - *Dean’s Honor Roll*
 - **Activites:** Senator of College & Student Affairs, Tutor/Volunteer for Reading Partners
 - *Member, Beta Alpha Psi Accounting & Finance National Honors Society, USF Chapter*
 - **Relevant Coursework:** Business Analysis, Business & Technical Writing, Marketing, Excel, Finance, Business Law, Computer Science, Quantitative Business Analysis, Intermediate Corporate Finance
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RELEVANT WORK EXPERIENCE:

Square, Remote

August 2021 — Present

Payroll Operations Specialist

- Ensured a high level of customer service when onboarding new customers on Square Payroll software
- Gathered payroll data and collected feedback from customers with precision and attention to detail
- Related to merchant onboarding issues and found pragmatic solutions to improve the onboarding process
- Assisted with quarterly tax filings and tax payments for Square Payroll customers
- Effectively communicated with cross functional teams in order to convey changes

TMC Financing, Oakland, CA and Remote

December 2020 — May 2021

Project Assistant

- Used Salesforce & Ventures by collaborating with a small team of 8 on 1000+ PPP applications with 100M+ in loans disbursed
- Calculated reduction in loan amounts through proficient understanding of real estate, data, tax, payroll, W-9, business licenses, and rent/lease documentations
- Provided relief/support for small businesses and workers employed through processing and reviewing aid disbursements, loan applications, and assisting borrowers with documentation through Adobe softwares
- Managed financial advisors’ projects and directed high volumes of business-to-business clients/visitors

SAP, San Francisco, CA (Remote)

April 2020 — October 2020

Partner Delivery Intern

- Researched and analyzed data to create a technical tool; increased traffic to an improved website by 12%
- Assisted partner managers with administrative tasks and projects using SAP systems
- Organized and designed marketing, financial, and sales presentations for customers and team members
- Managed and led a partner delivery website by responding to community-specific feedback
- Analyzed and interpreted company data to improve overall value for customers and SAP

SKILLS:

- Advanced proficiency in Microsoft Suite (Word, Excel, PowerPoint) & Google Suite
- Multilingual: Hindi, Punjabi, French
- SAP Systems (HCM suite, Khoros, CRT, etc.)
- Intermediate in Adobe Suite (Photoshop), Box, User Interface,
- Java Programming
- SQL, R, React
- Command-line
- Algorithms (Searches, Sorts)
- Data Structures (intermediate)
- Responsive Design
- User Authentication
- Progressive Web Applications (PWAs)
- MERN Stack (MongoDB, Express.js, React.js, Node.js)
- API's
- Amazon Web Services (AWS)