ARPITA JADAV
Email:ajadav@ju.edu

EDUCATION DETAILS

2020-2021, D.B.A. (Doctorate in Business Administration, Major: Business Analytics and Accounting Information Systems), Jacksonville University, FL, USA

2015, M.B.A. (Business Major in Finance and Accounting), Jacksonville University, FL, USA (GPA:4.0)

2003, M.C.A. (Master of Computer Applications) at Sardar Patel University, India (GPA:3.5)

2000, B.Sc. (Computer Science) at Sardar Patel University, India (GPA:3.0)

EXPERIENCE SUMMARY

Ten plus years of experience in IT industry and business process management in Education, airlines, banking and logistics domain

Exposure to Business process analysis and gathering and defining requirements for business process automation projects

Strong skills on client engagement, leadership, organizing events, supervision, presentation

WORK EXPERIENCE

January 2016 –Ongoing   **Jacksonville University, Jacksonville, FL**

Resource Professor For Management & Education Technology

As a professor related tools.

Administer and maintain educational technology environments.

Participate in ongoing research and training in new technologies.

Remain professionally active and contribute to developments in educational technology.

Assemble materials with an awareness to intellectual property rights.

Serve on various committees like Research committees, Technology Knowledge Transfer committees as appropriate.

Responsible for assisting faculties and students on technology projects, Microsoft office (Word, Excel, PowerPoint, Access, and Visio) related tasks on university portals.

Provide IT support to all the staff and professors regarding IT issues, university internet and Wi-Fi setups and installation of hardware/software

Provided support for data quality improvement projects with data analysis across various media (web, catalog, flyers).

Provided interaction with various departments including Merchandising, Marketing, ecommerce and Operations.

Perform data collection, data analysis and reporting of key measurements

Assist in the development of process mapping, standard operating procedures and work instructions

Assist with analyzing and developing innovative new and/or existing process changes

Manage Excel spreadsheets for data analysis to support various projects

Ability to maintain confidentiality of all business information including processes

Projects Worked in University   **Jacksonville University, Jacksonville, FL & Virginia International University, Fairfax, VA**

Prepared financial statements and analysis report for firm's performance

Developed and maintained complex excel based financial models using pivot tables, vlookup, and formulas to measure and analyze financial and operational information

Prepared Market Needs Report for products (The report was chosen by professor to display as an example in upcoming semesters)

Participated in research projects for globalization, financial data and prepared research reports

Created Queries, Reports, Forms, Website Pages for given data using MS-Access

Participated in Communication Management project and presented a paper as well as presentation on Walt Disney Inc.

July 2014   **Virginia International University, Fairfax, VA**
As Library Assistant

Assigned librarian job for a short term project of books management

Interaction with students and school staff regarding books availability and ESL books

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