

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

ARPITA JADAV
Email:ajadav@ju.edu

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

ARPITA JADAV
Email:ajadav@ju.edu

Feb 2009 – Mar 2010

Kumon Centre for Learning, KS, USA

Supported as an assistant in teaching Math & Reading from Junior to Higher Secondary Levels.

Mar 2006 – Feb 2007

Kale Consultants Limited, India

As a Software Technical Writer and Business Process Analyst

Conducted training and presentation on business process involved in the application for the employees and clients

Delivered improvement in customer services for new business customers

Prepared instruction manuals as well as guides for end user and technical staff

As a Quality Assurance Executive

Performed manual and automated testing using WAPT, Win Runner for airline backend software.

Mar 2005 – Oct 2005

Virmati Software & Technologies Limited, India

Prepared manuals and technical documents for banking software with processes like Foreign Exchange, Loan Schemes, as well as Investment Banking.

Managed testing of banking software processes with appropriate test case format.

Nov 2003 – July 2004

Motif InfoTech Limited, India

Managed business processes for client applications and provided support for client queries using e-mail facility.

Have presented seminars and trainings to client as well as employees.

HONORS & AWARDS

Beta Gamma Sigma Society Secretary for Jacksonville University Chapter

Beta Gamma Sigma Society Member

Phi Kappa Phi Honor Society Secretary for Jacksonville University Chapter

Phi Kappa Phi Honor Society Member

Brumos Circle of Excellence (BCOE) Member

Davis School of Business, Jacksonville University Technology Graduate Assistant Scholarship

SAS Certifications on Data Analytics, SAS University, North Carolina, USA

Achieved Gold Medal for Third Year in Bachelor of Computer Science, Sardar Patel University, India

Achieved Employee of the Month in Accelya Kale, India

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ARPITA JADAV
Email: