

# PRATEEK YADAV

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**OBJECTIVE:** To obtain an internship in the field of finance and/or accounting

## EDUCATION:

**Southern Methodist University, Dallas, Texas**  
**Cox School of Business**

*Bachelor of Business Administration in Financial Consulting*

- Business Scholar
- SMU Distinguished Scholar
- Business Honors Student
- Dean's Honor Roll for Fall 2005, Spring 2006, Fall 2006

**Meadows School of Arts**

Minor: Photography

**May, 2009**  
**Overall GPA: 3.8**  
**Major GPA: 4.0**

## RELEVANT EXPERIENCE:

**Southern Methodist University, Dallas, TX**

***Residence Life and Student Housing – Wellness Program Coordinator***

August 2006 - Present

- Plan and conduct community related educational programs in residence halls for over 80 students
- Act as the point of contact between the students and the housing department
- Enforce community standards and policies among residents
- Allocate programming budget of \$400 and hall improvement funds of \$800

**Southern Methodist University, Dallas, TX**

August 2005 - Present

***Hughes-Trigg Student Center - Head Audio/Video Technician***

- Designed and installed the speaker system layout at Hughes-Trigg Student Center
- Maintain and review balance information for numerous accounts
- Supervise 10 technicians working at Hughes-Trigg Student Center

**Yadav Tourist Transport Service Pvt. Ltd., New Delhi, India**

March 2004 - Present

***Managing Director***

- Analyze revenues to compare and track sales growth
- Prepare business proposals to attract international business
- Assist 3 managers with marketing services to potential clients

**IBM Daksh, Gurgaon, India**

***Assistant Manager-Operations: Team Leader***

Summer 2005

- Provided hands-on assistance to team of 15 Customer Care Executives
- Assisted in creating shift schedules to increase worker efficiency
- Interacted periodically with middle and senior management of client companies

## ACTIVITIES:

- National Society of Collegiate Scholars, Member
- Cox Entrepreneurship Organization, Historian / Community and Programming Chair
- SMU Hindu Students Organization, President
- Mustang Cricket Club, Team Member
- Cox Ambassadors, Member
- Habitat for Humanity, Volunteer
- Relay for Life, Participant

## SKILLS:

- Computer: Microsoft Office, Access, FrontPage, Adobe Premier, Photoshop, hardware assembling, FoxPro
- Languages: Fluent in French and Hindi; working knowledge of Spanish
- Proven communication skills in both written and verbal formats
- Highly self motivated – Maintained a 3.82 GPA while working, volunteering and being a leader
- Excellent interpersonal skills, as established through classroom and committee work