

NAMRATA KESANAKURTHY

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Edwardsville IL 62025

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Objective:

Seeking a challenging position which will enhance my skills.

Education:

- **Southern Illinois University at Edwardsville, IL**
Currently pursuing MS in Mechanical Engineering
(Expected graduation: Dec 2006)
- **Jawaharlal Nehru Technological University, Kakinada, India.**
Bachelor of Engineering in Mechanical Engineering (GPA 3.9/4.0)

Computer Skills:

- Packages: Microsoft Office Suite (Word, Excel, Access), PC Anywhere
- Systems: Windows 2000/NT/XP, Windows Me/98, UNIX.
- Languages: C, C++.
- Databases: Oracle 7/8i, MS-Access.
- Application Packages: MATLAB, AUTOCAD, PROEngineer, UNIGRAPHICS, SOLID WORKS, MECHANICAL DESK TOP.
- Internet Tools: HTML, Dream Weaver, Adobe Photoshop and Flash.

Work Experience:

Jeevan Software Company, India

Office assistant:

(Aug 2000- Jan 2001)

- Used MS excel to prepare spread sheets to maintain records.
- Organizing circulation desk, attention to detail, editing, data entry, Xeroxing, faxing, filing,

Jawaharlal Nehru Technological University, India

(May 2003- Jun 2004)

Lab Technician, Academic Computing:

- Duties included to wire and repair cables, install new software, repair bugs, train users, offer tips for increased productivity across areas from word processing to CAD tools, evaluate new hardware and software, automate a myriad of mundane tasks, and increase work flow at the site
- Working as an administrator performing data backups, monitoring equipment and training the workers to use various equipment.

Eureka Software Company, India

Front desk attendant:

(Jan 2000- May 2000)

- Duties include records maintenance, scheduling appointments, attending phone calls.
- Worked register, checked out equipment, and made copies or faxes.

Leadership Activities:

- Executive Member committee of Student Association, JNTU College of Engineering, India
- Member of Indian Society for Technical Education (ISTE), India

Distinctions and Scholarships:

- National Merit Scholarship Holder at pre-university level (1998 - 2000).
- First in college in the Higher Secondary School Examination (1997).
- First in school in the Secondary School Examination (1995).

Professional Summary:

- Efficient and effective professional with work standards based on quality, integrity, efficiency and continuous improvement.
- Patient and flexible with ability to manage multiple priorities under pressure and on deadline.
- A career illustrated by the qualifications, knowledge, and ability to achieve the desired objectives.

References:

Available upon request.