

# Anum Tariq

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## SUMMARY

First-generation undergraduate industrial distribution senior seeking internship experience in sales management, supply chain operations, and/or sales engineering to gain industry experience. In search to develop and strengthen professional skills by becoming a key member of any organization.

## EDUCATION

**Texas A&M University**, College Station, Texas

**Graduation:** December 2024

*Bachelor of Science in Industrial Distribution, Dwight Look College of Engineering*

## WORK EXPERIENCE

**Century A/C Supply**, Conroe, TX

May 2023 – August 2023

*Branch Operations Intern*

- Rotational program focusing on branch operations for a distributor – gained experience in counter sales and warehouse operations
- Generated \$170,000 in sales in 3 months by collaborating with clients, providing exceptional service to improve customer satisfaction, and assisting with inquiries and fulfilling orders
- Performed cycle count to manage inventory efficiently ensuring seamless operations, and participated in sales meetings via an outside sales representative with contractors and multi-family clients
- Conducted a comprehensive SWOT analysis for the company, which served as valuable insights for strategic decision-making and process improvements

**Texas A&M Call Center**, College Station, TX

May 2021 – July 2021

*Caller*

- Worked on the development and implementation of new public relations strategy, executed promotion campaigns, and served as a spokesperson for prospects
- Gained skills in consumer relations to help secure funds for university programs, scholarships, etc.

**Forever 21**, College Station, TX

January 2020 – March 2020

*Sales Associate*

- Assisted in daily store recovery, maintained selling floors, fitting rooms, and visual displays during operating hours
- Worked as a sales associate and supported the overall workflow of the store through inventory planning, customer support, and cash flow

## LEADERSHIP/EXTRACURRICULAR ACTIVITIES

**Pakistani Student Association (PSA) – Texas A&M Student Chapter**

August 2022 – May 2023

*Social Media Director*

- Manage the social media accounts of the PSA chapter
- Initiated and set up a GoFundMe fundraiser to collect funds for the recent floods in Pakistan – over \$2000 has been raised to date
- Create online content, schedule posts to inform students, and monitor social media presence in order to increase membership and participation – 10% increase in student membership since last year

**Professional Association for Industrial Distribution (PAID)**

January 2022 – Present

- Participated in networking socials and industry-sponsored events with fellow students

**Project Downtown Volunteering**

May 2019 – Present

- Partnered with the Brazos Valley Food Bank to distribute food and clothes to underprivileged areas

**HONORS:** Regents' Scholarship, Howdy Scholarship

**SKILLS:** Forklift Certified, ERP System (Infor & Prophet 21), Python Coding, Bilingual (English, Urdu/Hindi)