

Tinkal Ambaliya

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SUMMARY

- Business Administration - MIS student at Sacramento State with hands-on experience in data analysis and systems development.
- Skilled in Microsoft Excel, MySQL, and WordPress for business process improvement and data reporting.
- Experienced in applying SDLC and analytical methods to real-world client projects, including database and website development.
- Strong leadership and communication skills developed through student management and cross-functional teamwork.

EXPERIENCE

Campus Information Officer Intern, California State University, Sacramento

Jul 2025 - Present

- Lead student outreach and support communication campaigns to increase awareness of university initiatives.
- Assist in planning and executing presidential events and engagement activities.
- Coordinate with an 8-member team to activate campus spaces and enhance student participation.
- Strengthen skills in event coordination, communication strategy, and student engagement.

First Year Experience Peer Mentor, California State University, Sacramento

Aug 2024 - Dec 2024

- Mentored 30+ first-year students through one-on-one meetings, providing guidance on academic planning, general education tools, and campus resources while maintaining records using Excel, EAB, and Teams.
- Created personalized student webpages in Adobe Experience Manager to centralize academic progress and campus resource access.
- Delivered workshops and one-on-one sessions to improve student engagement through data-informed outreach.

Director of Undeclared Students, Associated Students, Inc. Sac State

Jun 2023 - May 2024

- Advocated for undeclared students, bridging communication between students and university administration.
- Served as a Finance & Budget Committee voting member, helping allocate over \$12 million in ASI funding for textbook scholarships, student employment, and academic programs.
- Attended 50+ board, committee, and event meetings, including a 4-day board retreat focused on strategic planning, student advocacy, and academic initiatives.
- Led 14+ classroom presentations and 20+ campus events, collaborating with programs like CARES to increase awareness and participation in essential student support services.
- Regularly met with the Vice President of Student Affairs and Dean of Undergraduate Studies to improve undeclared students academic success and campus experience

Student Manager, Aramark Dining Services, CSUS

Jan 2023 - Jul 2025

- Managed scheduling, operations, and digital logs for 20 student staff, improving shift coordination efficiency by 20%.
- Implemented Excel-based tracking systems to monitor inventory and staffing performance.
- Oversaw event logistics using digital coordination tools, ensuring accurate data reporting across multiple shifts.

EDUCATION

Bachelor Of Science, Business Administration -Management Info Systems
California State University, Sacramento

Aug 2022 - Present
GPA: 3.6

SKILLS

Technical Skills:: SQL (MySQL), Microsoft Excel (PivotTables, VLOOKUP, Data Analysis), Power BI, WordPress (Elementor), SharePoint, HTML, Python, Microsoft Office Suite, Systems Analysis, Data Visualization, Database Design, Business Process Modeling, ROI/NPV Analysis

Professional & Interpersonal Skills:: Team Collaboration, Communication, Problem-Solving, Attention to Detail, Time Management, Multitasking

ACADEMIC PROJECTS

Systems Development Project Capital Valley Marketing (MIS 160)

- Collaborated with a client to **design and prototype a WordPress-based information system** for marketing automation.
- Conducted **feasibility, ROI, and NPV analysis** using Excel to assess system performance and investment returns.
- Designed **data flow diagrams, use case diagrams, and ER models** following the SDLC framework.
- Integrated AI chatbot and CRM (Vendasta) to enhance client engagement and automate lead tracking

Database Design Project Property Management System (MIS 150)

- Built a fully normalized relational database supporting leasing, maintenance requests, and client records.
- Developed **17+ SQL queries** using joins, subqueries, and aggregation functions to generate operational insights.
- Created system integrity features such as **CHECK constraints, stored procedures, and automated triggers** to standardize operations.
- Produced ER diagrams and system models aligned with SDLC standards.