Namila Jishan
Paterson, NJ | (862) 282-6714 | namilajishan68@gmail.com
https://www.linkedin.com/in/namila-jishan

EDUCATION
Rutgers Business School, Rutgers University – Newark, NJ
B.S., Management Information Systems
Concentration in Real Estate Expected May 2028

EXPERIENCE
Rutgers University - P3 Collaboratory - Newark, NJ
Student Administrative Manager Office Assistant Sep 2024 – Present
- Work with the university web development team to update and manage content across 30+ department website pages using content management tools.
- Review website pages for broken links, formatting issues, and accessibility to maintain accurate and organized information.
- Maintain digital records, track inventory, and organize data to support daily office operations and university events.
- Work with administrative staff to improve how information is organized, shared, and managed across the department.

JCPenney Beauty - Wayne, NJ
Beauty Consultant Dec 2021 – Present
- Assisted over 100 customers monthly by identifying their needs and recommending products based on their preferences.
- Monitored customer preferences and purchasing trends to support product recommendations and improve customer experience.
- Worked with management to update product displays, promotional materials, and store information.
- Supported inventory tracking, product organization, and daily store operations.

Passaic County Technical Institute – Wayne, NJ
Admissions Office Co-op Sep 2023 – Jun 2024
- Entered, updated, and verified applicant data in digital recordkeeping systems to maintain accurate student information
- Assisted students and families with online applications and submission
- Prepared admissions reports by compiling applicant data for staff review

CAMPUS INVOLVEMENT
Rutgers Undergraduate Women in Business (RUWIB) Feb 2026 - May 2026
Marketing Committee Member
- Promote organization events through social media, email campaigns, and campus outreach.
- Design marketing materials and collaborate with team members to increase student engagement.

Association of Latino Professionals for America (ALPHA) Feb 2026 - May 2026
Technology Committee Member
- Contributed ideas for workshops connecting technology skills with business careers
- Provided technical support for events by setting up presentations, testing Zoom links, and troubleshooting audiovisual issues

ADDITIONAL INFORMATION
Certification: Excel Certification
Technical Skills: Microsoft Excel (PivotTables, VLOOKUP/XLOOKUP, Charts, Sorting & Filtering), Microsoft Word, PowerPoint, Website Content Management, Data Entry, Data Organization, Digital Record Management, Microsoft Office
Business Skills: Data Analysis, Process Improvement, Information Management, Problem Solving, Administrative Operations, Cross-Functional Collaboration