

# Ravi Harsora

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Edison, NJ

## Summary

A dedicated freshman in college with years of experience in the field, with experiences ranging from QC, documentation, and community management. I have years of experience in IT and programming and can fit in any role necessary.

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## Experience

### Community Coordinator / Video Editor

Contractor for Yee Shifu LLC

03/2021 - Present

- Foster and grow the community by holding events and making short-form content
- Ensure community safety using automated processes and develop additional programs to help the community.

### Operations Intern

Bioactive Services LLC • South Plainfield, NJ

06/2022 - 09/2022

- Ensuring and processing documents for recordkeeping
- Making sure vendors have qualifications such as GFSI, GMP, and insurance documentation, as well as checking for Halal / Kosher / Organic certification

### Quality Assurance Assistant

F. Walther Electric Corp. • Somerset, NJ

06/2021 - 09/2021

- Inspect, test, and adjust completed units to meet specifications, tolerances, and customer order requirements for commercial-grade cables.
  - Packaged materials as effectively as possible to ensure no issues with damage in shipping
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## Education

### High School Diploma

John P. Stevens High School • Edison, NJ

06/2024

Prominent coursework: Java, AP Computer Science Principles, Spanish 5H, Biology-H, Chemistry-H, Physics-H,

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## Skills

Python, Adobe Creative Cloud, Computer Networking, Data Entry, Google Suite, Documentation review, Microsoft Office

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## Languages

English (native), Spanish (basic), Gujarati (basic)

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## Certificates

Certificates Coursera Tech Support Fundamentals