

Fenil Patel
Undergraduate Student,
School of Film and Media Arts
The University of Utah
Salt Lake City, United States 84111
(801) 906-9832
fenilmanishkumarpatel@gmail.com
u1406150@uemail.utah.edu

Education

High School Diploma	05/2019
Metas Adventist School - 24, R K Desai Marg, Near Mission Hospital, SURAT, India	
High School Diploma	07/2021
Ganpat Vidyalaya English Medium School - Ganpat University Campus, Mahesana-Gozaria Highway, India	
Bachelor of Arts: Film and Media Arts	01/2022
The University of Utah - Salt Lake City, UT	
undergraduate Bachelor of Fine Arts: Film and Media Arts	
Session Started: Spring 2022	

Professional Summary

I am eager to contribute to team success through hard work, attention to detail and excellent organizational skills. A clear understanding of tasks and training in Skills. Motivated to learn, grow, and excel in Industry. Friendly student available for the weekend, evening, and holiday shifts. Considered hardworking, punctual, and driven.

Skills Possessed

- Customer Service
- Active Listening
- Excellent Communication
- Organization and Time Management
- Dependable and Responsible
- Flexible and Adaptable
- Multitasking Abilities
- Written Communication
- Good at managing cash
- Athletic
- Confident in working as a team or alone
- Time Management

Professional/Volunteering Experience

Volunteer

08/2018 to 12/2018

With An Event Management Team in My High School – Surat, IND, Gujarat, India

- Assisted with special events or programs.
- Planned and delivered numerous activities and special events for programs and services.
- Supported program leaders with administrative support duties.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.
- Maintained clean, neat, and operational facilities to serve program needs.
- Greeted visitors and answered questions about the program, requirements, and opportunities.
- Met with other volunteers and program leaders to discuss new service opportunities.

Organizer

06/2019 to 10/2019

Sports Authority at My High School – Surat, Gujarat, India

- Maintained every sports schedule and organized events.
- Handled incoming mail, bills, and invoices and completed appropriate actions.
- Supervised sports store, staff, contractors, and vendors.

Food Service Worker

11/2019 to 11/2019

High School Fun Fare – Surat, Gujarat, India

- Replenished condiments, beverages, and supplies while maintaining the cleanliness of service areas.
- Cooked batches of food according to standard recipes.
- Plated hot meals and salads in aesthetically pleasing arrangements.
- Scanned shelves and product cases for expired stock and discarded outdated or spoiled items.
- Communicated effectively with customers to plan large or specialized orders, providing customers with recommendations, samples, and responses to particular requests.
- Restocked supplies and prepared additional ingredients during downtime for expected busy periods.
- Greeted customers at the counter to fulfill requests and answer questions.

Communications Specialist

09/2021 to 10/2021

The Taj Studio, Receptionist – Surat, Gujarat, India

- Responded to requests for information from media or designated appropriate spokesperson or information source.
- Improved team efficiency via training in sales, marketing, and promotions.
- Received a lot of calls and emails

- Ensured customer request and gave them right advise

Hobbies

My hobbies include:

- Playing soccer
- Running
- Content creator
- Reading
- Clicking pictures
- Story writing