

Andrew, Devonia L.

From: Rina Patel [rinap@ufl.edu]
Sent: Friday, May 17, 2002 11:10 AM
To: Andrew, Devonia L.
Subject: Application



resume2.doc



letter.doc

Ms. Andrew,

As per our conversation earlier, I have filled out the application again, but instead am copying it to you along with my letter and resume attached. Is there any other information etc. that is necessary? I look forward to hearing from you soon about this opportunity! Thanks so much for your time.

Rina Patel
rinap@ufl.edu

APPLICATION

Name: Rina J Patel
Address1: 1700 SW 16th Court Apt. b27
Address2:
Gainesville, Fl 32608
Phone (H): (352) 682-8200
(W): ()
Email: rinap@ufl.edu
Misc Info:

Occupation: Student

Boards Applying For:
City Beautification Board
Eastside Redevelopment Advisory Board

Training/Experience:
Resume Attached

Education:
College: University of Florida
Did Not Graduate
Degree:

High School: Atlantic Community High School-International Baccalaureate
Program
Graduated
Location: Delray Beach, Florida

Professional Organizations:
Resume Attached

Convictions: NO
Resident of Gainesville: NO
Relative of Commissioner: NO

Andrew, Devonia L.

From: Rina Patel [rinap@ufl.edu]
Sent: Thursday, May 16, 2002 11:25 PM
To: citycomm
Subject: Committee Board Member

Dear Commissioners:

I would like to convey my interest in the city of Gainesville and to be on the Committee Board. I have particular interests in the public policy area, activism as well as research and have always been fascinated by the idea of making changes to better the lives of others. I am very excited that I was able to find this opportunity through the research I was doing online. I am willing to learn and grow in a very fast-paced environment and would like to have the opportunity to incorporate all of my social and diverse academic experiences to help others in the city of Gainesville. I feel that as a member on the Committee Board would be a wonderful chance for me to do so.

I feel that I am a good candidate for this position because of my diverse academic interests as well as the active roles I partake in to be involved at the University of Florida and society. I have always been fascinated by Information Technology and began my freshman year at the University of Florida with my major of Computer Science. With the chance to take electives I always accepted a challenge. Chemistry, Biology and Physics always fascinated me and I choose those classes as my electives. Taking the labs for these science courses taught me to analyze data, and more importantly present a well-thought, proper analysis to the appropriate audience though written and verbal means. As a computer science student, the programming courses I have taken have allowed me to explain to my peers and myself how I go through an analytical process from start to finish. Not only was I interested in technology and the sciences, but I also have a strong fascination with History. After my history course on South Asian History through Film I was able to learn what it really means to research. History has so much depth, that the capabilities of research were endless. As a computer science student analytical thought always came to me well, but my desire to make change has always been greater.

I know that effective change means more than dreaming. As the Regional Coordinator of the Northwest US and Canada for the National Gandhi Day of Service I have learned what making a change is about. I am responsible for recruiting and helping organizations in this region coordinate a day of service in their area. This has allowed me to interact with a Team around the country through many Conference Calls and emails to organize a National Day of Service and have a tremendous impact by making Goal-oriented strategies. I have also aided to design the web page for the Indian Students Association, one of the largest cultural organizations on campus. I am Vice-President Elect for this Organization for this coming academic year. My academic and social activities have helped me become wonderful at doing research as well as communicating efficiently and effectively with various types of people.

I was am very impressed by the values and objectives of the city commission on the web site and believe that my personality and work ethic will mix well among everyone who has the goal to make Gainesville a wonderful city in this Country. I hope to hear from you soon, and would love if you could email me back to make sure that you have received my resume and application to be on the board that I submitted online. I thank you for your time and consideration. I may be emailed at rinap@ufl.edu.

Sincerely,

Rina Patel

Rina Patel

rinap@ufl.edu

Current Address:

1700 SW 16th Court Apt. B27
Gainesville, FL 32608
352-336-8460

Permanent Address:

1500 Reserve Drive Apt. 1525
Tallahassee, FL 32311
850-219-2051

Objective To help make a difference in society as well as utilizing, and strengthening my skills relating to public affairs and humanity.

Education

University of Florida, College of Liberal Arts and Sciences, Gainesville, FL
Bachelor of Science in Computer and Information Sciences
History Minor
Pre-Medical Concentration

May 2003

Experience

Presentation Coordinator, International Nutrition Research Center
Delray Beach, Florida

1999-2000

- Created Statistical Analyses' of International Nutrition Data using Power Point and Excel
- Compiled data to create multi-lingual presentation slides for overhead projector use in Italian and Spanish for Global Presentations consisting of over 30 slides per presentation, given by International Doctors, did web research on various vitamins
- Instructed staff on how to compile slide presentations using various software

Computer Assistant, Cleveland Clinic
Fort Lauderdale, Florida

1999

- Scanned Surgical Photos for the Bio-Medical Photography Department
- Compiled Data onto spreadsheets and input photos to database
- Created slide presentations for Doctors of various surgical procedures using MS PowerPoint

Sales Associate, Burdines, Inc.
Boca Raton, Florida

2000

- Responsible for merchandise display for Contemporary Fashions and department store front window
- Assisted about 100 customers daily with questions concerning merchandise
- Sales on average of \$3,000 in store merchandise daily

Skills

Operating Systems: DOS, Windows 95/98/2000/NT

Software: MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook

Related Courses: Introduction to Java, Computer Organization, Introduction to Computer and Information Sciences, Discrete Structures, Technical Writing, Engineering Sales, Mathematical Statistics using R, Programming in C, Ethics in Scientific Research, Comparative Politics, Sales Engineering

Languages: Java, R Statistical Language, C

Spoken Languages: Gujarati: Fluent Speaker, Spanish: Intermediate Speaker

Activities and Organizations

Indian Students Association-Director of Banquet-responsible for raising and budgeting \$8,000 for a Formal End of the Year Banquet for 200 people, Director of Fashion Show 2001-2002-choreographed and taught 72 Young Men and Women short sequences for a Fashion Show displaying Indian Culture and Clothing at the Annual New Years Show which has over 1000 people in attendance

Indian Students Association-Vice President 2002-2003-Responsible for one of the largest University Cultural Organizations operations, Web Designer-working on Organization Web Page and learning web design

VISA Ambassador to the Caribbean Students Association and the Brazil-Portuguese Club-Liaison to the Umbrella Organization of all University Cultural Organizations assured that all Constitution laws were followed and organization was being properly run and active.

University of Florida Career Showcase and Job Fair Employer Relations Committee Staff-Responsibilities include all logistics of Career Fair that hosts over 200 Employers for University Students, answer questions for all interested employers and help coordinate various activities during the time of the fair

National Gandhi Day of Service 2002 Regional Coordinator for Northwest US, Canada and Florida-helping facilitate service for a national day of service commemorating the efforts of Gandhi in NW United States, Canada and Florida for www.gandhiday.org. Responsible for recruiting organizations and helping them organize activities in their areas to help make a difference.