

# Smit Patel

580-279-7364

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## Professional Summary

A resourceful individual with an eagerness to accept challenges while learning and gaining experience from the oil and gas industry. Highly motivated to take the ownership of the task at hand and commitment to go above and beyond of what is asked of me. Currently has 3.90 Combined GPA with basic knowledge of PYTHON Programming. Currently seeking an internship position in petroleum engineering.

## Skills

- Python programming language
- Microsoft PowerPoint, Word, Excel
- Reporting and Documentation
- Time management
- Customer service

## Education

**Bachelor of Science:** Petroleum Engineering, Graduating in May/2022.

**The University of Oklahoma** - Norman, OK

- Dean's list Spring 2019 & Summer 2019.
- Transfer Academic excellence in state scholarship (\$6000 for two years)
- Member of Society of Petroleum Engineers.
- Transferred from Northwestern Oklahoma State University with GPA 3.95 and was seeking a degree in computer science.

## Work History

**Food Delivery Driver**, 10/2018 to Current

**Grubhub / Doordash** – Norman, OK

- Completed on-time deliveries by choosing the best and most efficient routes.
- Keeping the Customer up to date with the ETA.

**Hotel Front Desk**, 09/2018 to 04/2019

**Quality Inn & Suites** – Norman, OK

- Accomplished all front desk operations for the busy high-volume hotel.
- Handled payment processing duties and provided customers with receipts and proper bills and change.

**Library Front Desk**, 02/2017 to 05/2018

**Northwestern Oklahoma State University** – Alva, Oklahoma

- Establish new accounts, triage billing of overdue or lost materials.
- Ensure timely check-out, check-in, and reshelving of all library materials.
- Provide technical assistance to patrons using computers for internet searches and Microsoft Office applications, fax machine, and copier/scanner.

**Hotel Front Desk**, 05/2016 to 05/2018

**Holiday Inn Express & Suites Alva** – Alva, Oklahoma

- Welcomed Guests to front desk and engaged in friendly conversations while conducting check-in process.
- Provided property details to Guest, including dining areas, pool, spa and fitness center.