

# Aditya Gaiki

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## Education

### **B.S. in Cybersecurity, Purdue University**

- Minor in Management

2022 – 2026  
West Lafayette, IN

## Professional Experience

### **Intern to the C-Suite, Charge Collective**

- Contributed to efforts streamlining business operations.
- Worked with various business teams in a start-up environment.
- Introduced and managed early-stage technology infrastructure to support business operations and customer-facing technology.

11/2022 – present  
West Hollywood, CA

### **Head of Operations (Internship), DMS Solutions**

- Managed day-to-day business operations.
  - Oversaw business, design, technical and production teams totaling 24 employees.
  - Consistently met and exceeded production targets.
  - Worked with external partners to meet business goals.
- Managed an organic and sustainable growth of customer clientele and revenue.
- Introduced scrum-like project management techniques enabling employees to work independently and efficiently.

09/2021 – 06/2022  
Simi Valley, CA

### **VP Technology (Internship), DMS Solutions**

- Developed and implemented company-wide reorganization to improve and streamline company operations.
- Developed and delivered a wide variety of projects to optimize workflow.
- Introduced several tools to create a more efficient workflow.
- Managed and supported business-critical IT infrastructure.

05/2021 – 09/2021  
Simi Valley, CA

## Courses

### **Introduction to System and Organizational Security, Purdue University**

- Developed and applied technical and project management skills.

08/2022 – 12/2022  
West Lafayette, IN

### **Small Business Management and Entrepreneurship, Moorpark College**

- Learned about the various different types of businesses and developed skills and knowledge pertaining to creating and managing small businesses.
- Developed and presented a cohesive business plan outlining growth and sustainability strategies from a financial and operational standpoint.

01/2022 – 05/2022  
Simi Valley, CA

## **Skills**

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### **Management**

Team Management || Project Management || Time Management || Operations Management || IT Management

### **Microsoft Tools**

Windows 7 / 10/ 11 || Microsoft 365 || Azure Active Directory || GitHub

### **Technical**

Ubuntu Desktop / Server || Oracle Linux || Docker || VMWare || VirtualBox || QEMU || Networking || Adobe Creative Cloud || MySQL / MSSQL

### **Programming**

Python || Java || Swift || ObjectiveC || Kotlin || Flutter || HTML, CSS, Liquid || JavaScript || TypeScript || AngularJS || NodeJS || ReactJS

### **Google Tools**

GSuite || Google Cloud Platform || Google Firebase