

Sanjiv T. Geeban
Sangeeban@gmail.com
12715 Murphy Grove Terrace
Clarksburg, MD 20871
(301) 830-0882

An aspiring graphic design student with a degree in political science, strong communication, analytical and software skills, and a keen desire to continuously learn and contribute to your organization's success

Education:

- Currently pursuing Bachelors of Fine Arts in Graphic Design, University of Maryland, College Park, *January 2021-present*
- Associates Degree in Graphic Design, Montgomery College, Rockville MD, *December 2020*
- Bachelor of Arts Degree; Major: Political Science
- Minor in History, University of Maryland-Baltimore County, Baltimore, MD, *July 2016*

Work Experience:

ECAD Designer, JHU Applied Physics Lab: November 2018 - June 2019

- Performed printed circuit board layout on various designs
- Supported various groups of electrical and mechanical engineers responsible for high voltage DC power supply designs and upgrades (at the system and component level) through concept, detailed design (including PCB layout), integration and test, production release, and continuous improvement throughout the product's life cycle.
- Lead analysis of customer and system requirements and development of architectural approaches and detailed specifications for various printed circuit boards.

Anti-Money-Laundering Investigator, Robert Half: September 2018 – November 2018

- Reviewed client transactions that may violate anti-money laundering or economic sanctions laws and regulations of multiple countries in which the company conducted business.
- Assessed these transactions by consulting the client's profile and past transactions with the company as well as public sources of information. Escalated issues to management for final decision-making.
- Used various databases to assist in information gathering, including LexisNexis.
- Reviewed alerts, communications and workflows related to brokerage/bank customer activity, OFAC compliance, negative news articles, and cash transactions and analyzed the money laundering risks thoroughly and timely.
- Performed detailed research, analysis and due diligence on the backgrounds of high risk customers and prepared written memos to management.

Sanjiv T. Geeban
Sangeeban@gmail.com
12715 Murphy Grove Terrace
Clarksburg, MD 20871
(301) 830-0882

Freelancer, ECAD Design: February 2017- August 2018

- Designed and laid out printed circuit board designs on a contract basis

Volunteer, Montgomery County Historical Society: March 2017- July 2017

- Maintained the museum gift shop and acted as a cashier
- Handled phone calls, answered general inquiries from the public and redirecting people as needed
- Performed clerical functions including keeping track of donors and photocopying
- Worked in the Beall Dawson House museum assisting docents and visitors
- Helped to onboard new volunteers resulting in 0 loss of operational capacity to the society

Intern, Democratic Governors Association, Washington D.C.: June 2015- August 2015

- Conducted research and compiled reports for senior staff in a timely manner
- Exercised strong situational decision making based on facts and evidence to maximize efficiency
- Successfully worked with high-volumes under strict deadlines
- Performed clerical duties including maintaining business records, data entry and archiving
- Provided training and guidance to new interns to ensure a smooth transition
- Scanned paper material to produce electronic copies and make text searchable using Adobe Acrobat Pro
- Planned and set up events and meetings
- Produced graphics using Adobe Photoshop for use on company social media
- Collaborated with team members to gather and compile customer records

Marketing Intern, Techxact, Rockville, MD: June 2014 – August 2014

- Interfaced with customers and assisted in assessing their marketing needs
- Assist in the planning and design phase of media projects
- Produce animatics (story boards) for use on company social media
- Edit company promotional videos
- Helped to maintain the company's social media presence

Skills Profile:

- Well versed in all Adobe Creative Suite software, including Photoshop, Illustrator, and InDesign.
- Proficient with Adobe Acrobat Pro, SharePoint, and Microsoft Office suite; Particularly Microsoft Excel. Powerpoint, Word, Comfortable

Sanjiv T. Geeban
Sangeeban@gmail.com
12715 Murphy Grove Terrace
Clarksburg, MD 20871
(301) 830-0882

learning new software applications and developing new technical skills

- Experience in data entry and records management
- Excellent written and verbal communication skills
- Articulate, professional and able to communicate in a clear, positive manner
- Ability to work well independently or in a team environment
- Ability to organize and prioritize work, be proactive, take initiative, resolve problems and follow through
- Able to analyze and diagnose complex problems
- Constant investment in personal growth to remain proficient and adaptable to organizational objectives.