

Arnab Aadi

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EDUCATION

Northeastern University Bachelor of Arts in Finance; GPA: 3.5	Boston, MA <i>Expected May 2029</i>
Cambridge Rindge & Latin School High School Diploma	Cambridge, MA June 2025

RELEVANT EXPERIENCE

Northeastern University School of Law Library <i>Library Operations Assistant</i>	Boston, MA <i>Sept. 2025 – Current</i>
- Managed daily circulation desk operations for a 400+ seat academic law library serving 3,000+ JD, LLM, and undergraduate students - Maintained accuracy of physical and digital resource inventory, resolving cataloging discrepancies and enforcing collection management protocols - Served as primary point of contact for research inquiries, directing students and faculty to legal databases, case materials, and institutional resources - Enforced library policies across study spaces, balancing access, compliance, and a professional research environment	
CVS Health <i>Store Associate, Fortune 10 Pharmacy and Healthcare Company</i>	Cambridge, MA <i>May 2024 – Oct. 2024</i>
- Processed 100+ daily customer transactions across cash, credit, and check channels in compliance with CVS financial handling protocols - Promoted ExtraCare loyalty program enrollment at point of sale, contributing to store-level customer retention targets - Supported cross-functional store operations across 3+ departments including beauty, photo, and pharmacy; collaborated directly with licensed pharmacy staff - Executed daily opening and closing procedures, inventory restocking, and shelf pricing updates to maintain operational standards	
Biogen – The LEAH Project x <i>Health Resources in Action, Research Intern</i>	Boston, MA <i>June 2024 – Aug. 2024</i>
- Selected for a competitive cohort of ~20 students across Boston for a structured, 5-week biomedical research internship hosted at Biogen's Community Lab - Conducted PCR, qPCR, and gel electrophoresis experiments in a hypercholesterolemia research lab; completed bacterial transformation using the pGLO protocol - Practiced and maintained aseptic technique and biosafety protocols across 5 weeks of daily wet lab sessions - Presented independent research findings at a formal end-of-program symposium to scientists, program staff, and peer researchers	
Ragon Institute of Mass General Brigham, MIT, and Harvard <i>Administrative Intern</i>	Boston, MA <i>June 2023 – Aug 2023</i>
- Digitized and audited 400+ employee records within the PARCHR HR system, identifying documentation gaps and escalating discrepancies to administrative leadership - Built 15+ internal email distribution lists to streamline cross-departmental communication across a \$200M+ federally and privately funded research institute - Supported compliance review of internal HR modules, ensuring documentation standards met institutional policy requirements	

ADDITIONAL SKILLS

Languages: Bangla (fluent), Spanish (proficient)
Computer: Microsoft Excel, Word, PowerPoint