

MURTEZA GHADIALI

Los Gatos, CA 95030

tezzieghadiali@gmail.com

+1 415-301-8131

Professional Summary

Dedicated and results-driven professional with a passion for problem-solving and a strong desire to learn and grow. Possesses excellent communication skills and a proven ability to collaborate effectively in team environments. Eager to take on new challenges, contribute to meaningful projects, and help drive organizational success through innovative thinking and dedication.

Professional Experience

Wealth Management Intern

UBS, Beverly Hills, CA

May 2025 – September 2025

- Assists in managing and updating client databases to maintain accurate and organized records.
- Conducts research to collect and analyze client information, supporting business development efforts.
- Take detailed meeting notes and summarized key takeaways to facilitate team follow-ups.
- Engage in client outreach by drafting communications and coordinating follow-ups with potential leads.

Business Development Intern

VoiceXD, Los Gatos, CA

August 2023 – August 2024

- Played a pivotal role in organizing and executing the first-ever Unparsed Conference, collaborating with cross-functional teams to ensure a seamless event experience for attendees.
- Assisted in event logistics, including booth setup, materials coordination, and attendee engagement, resulting in positive feedback from both participants and stakeholders.

Web Design Intern

International Institute of Event Management, San Jose, CA

August 2019 – May 2021

- Developed engaging, user-friendly website designs using front-end coding languages, enhancing the institute's online presence and accessibility.
- Conducted thorough testing to ensure optimal browser functionality, improving user experience across multiple platforms.
- Collaborated with the marketing team to design visuals and layouts that aligned with organizational goals, increasing web traffic and engagement by a notable margin.

Education

Bachelor of Business Administration in Marketing

Loyola Marymount University, Los Angeles, CA

Expected May 2027

- **Capstone Project:** Spearheaded a team in the development of an innovative and accessible childcare business model, aimed at improving community access to affordable services.

High School Diploma

Bellarmine College Preparatory, Los Angeles, CA

Graduated June 2023

- Leadership Role in Microfinance Club
 - Cross Country Team Captain and Student Leader
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Community Service

Store Associate Volunteer

Habitat for Humanity Restore, San Jose, CA

August 2021 – May 2023

- Took initiative to volunteer during peak periods, helping to alleviate staffing shortages during the holidays.
 - Built strong relationships with customers, enhancing their shopping experience and creating a welcoming, community-oriented atmosphere.
 - Assisted in inventory management and merchandising, contributing to efficient store operations.
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Skills & Strengths

- Proven ability to manage time effectively and meet deadlines in fast-paced environments
- Strong collaborative and interpersonal skills, with a focus on teamwork and problem-solving
- Eager to take on new challenges and leadership opportunities
- Committed to continuous personal and professional growth, with a passion for learning new skills