Ameena Sajjad

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EDUCATION

Wentworth Institute of Technology – Boston, MA   Expected 8/2020
Bachelor of Science in Computer Science

Bunker Hill Community College – Boston, MA   Graduated 6/2018
Associate in Science – Computer Science Transfer
Dean's List (3 semesters), Phi Theta Kappa Honor Society, GPA 3.6

Related Courses – Data Structures, Algorithms, Operating Systems, Database Management, Parallel Computing, Web Analytics, Mobile App Development, Web Development, Project Management, Media Management, Software Engineering, Enterprise Computing, Big Data Programming, Network Programming, Computer Organization, Probability & Statistics, Physics.

SKILLS

- **Programming Languages** – C, C++, Java, JavaScript, SQL
- **Web Languages** – HTML, CSS
- **Software** – Visual Studio, Android Studio, SAS, 3D-Builder, Ubuntu, R Studio, Tableau, Google Analytics, Power BI, Spark
- **Certificates** – IBM Mainframe, Microsoft Excel, Harvard University: Trusted Advisor & Service Mindset
- **Multilingual** – English, Hindi, Marathi

WORK EXPERIENCE

Liberty Mutual Insurance – Boston MA – Business Data Analyst Co-op   1/2020 – 6/2020
- Developed scorecards in Power BI depicting key performance indicators related to Quality, Price and Timeliness and Utilization.
- Performed data quality measures to ensure the accuracy of data models and existing visualizations.
- Identified analytics-based solutions to business problems as well as provide insights to Stakeholders.
- Maintained interactive dashboards by using SAS to query and pivot required data.
- Used Salesforce to maintain tickets and used JIRA software to work in sprints to monitor project with remote team members.

Harvard University – Cambridge MA – Technical Solutions Engineer Co-op   5/2019 – 8/2019
- Oversaw the technical maintenance of Harvard University Research Labs. Performed installation and configuration of hardware and software systems. Performed QA on resolved tickets for errors and changes
- Maintained local networks to optimize performance. Ensured security and privacy of networks and computer systems.
- Created an exit survey app for the IT department of Harvard University using C++ and Qualtrics.
- Provided written technical documentation for the setup of scanners, 3D printers and re-imaging of different machines.

Raytheon – Billerica MA – IT Internship   6/2018 – 11/2018
- Monitored IT ticketing system and ensured incident tickets are addressed and resolved in timely manner on Service Now.
- Partnered with the IT service supplier on the Corporate PC Program.
- Managed end user issues from initial escalation to resolution. Took proactive measures to mitigate end user downtime.
- Performed weekly data analysis of large data sets using Excel sheets and Access database.

Microsoft – Cambridge MA – Innovation Team Intern   2/2017 – 5/2017
- Conducted projects in Microsoft's "Garage" space in Cambridge. Coordinated and created content for 9 community workshops for 200+ students and provided them with knowledge of programming and 3D Printing.
- Used web based editor called MakeCode for this project and primarily focused on Micro:bit.
- Prepared questionnaires and conducted research survey to collect data and analyze outcomes of the project.

PROJECTS

Pharmacy Technology App (Group Project)
- Developed a mobile app that is used by students to study for the Pharmacy Technician Certification Board Exam. Application included flash cards, Quizzes and Top 100 Pharmaceutical Drugs overview.
- Designed UI in Adobe and developed in Android Studio.

Chat Room (Individual Project)
- Developed a chat sever application in Python using Socket Programming that send and receive messages between two users over a network.

Arduino Car (Group Project)
- Programmed an Arduino microcontroller using open source Arduino software using C++ which was then attached to the hardware of a mini car. The car was raced in the TI804 National STEM League.

Google Analytics on Google Merchandise Store/ wit.edu website (Individual Project)
- Performed Google analytics on Google Merchandise store and Wentworth Institute of Technology website.
- Analyzed, summarized, and interpreted data from Google Analytics to identify key demographics, psychographics, and behaviors. Presented results to Director and Chief Marketing Officer of Digital Communications.

Task Tracker (Group Project)
- Created a task tracker that is secured with a log in page to prevent hackers from accessing user information. The task tracker is connected to a SQL Server to store user info. The application helps students input their weekly plan, required task, To-Do list and then creates an automatic schedule for the user using algorithm AI recommendation.
- Developed using web framework Django that included HTML, CSS and Python programming.