**Maeen Mirza**

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**SKILLS**

**Programming:** Python, Java, C, C#, HTML/CSS, SQL

**Tools:** Git/GitHub, Linux, VS Code, Microsoft Office Suite

**Concepts:** Object-Oriented Programming, Databases, Technical Support

**Certifications:** CS50: Intro to Computer Science – Harvard University (edX), Certificate Earned

**EDUCATION**

**Saginaw Valley State University, College of Science, Engineering & Technology Saginaw, MI**

**B.S. in Computer Science | GPA:** 3.2 **Expected graduation:** December 2027

**President’s List:** Winter 2024

**Relevant Courses:** Computing in Java, Client-Side Web App Development, Statistics & Its Application in Computer Science

**EXPERIENCE**

**Alumni Relations Office Intern | Saginaw Valley State University | Saginaw, MI Aug 2025 – Present**

* Improved alumni database accuracy by updating records in Raiser's Edge, ensuring data integrity and streamlined reporting.
* Coordinated campus events by managing RSVP lists, digital content, and logistics, boosting event participation and efficiency.
* Utilized Microsoft Office (Word, Excel, Publisher, PowerPoint) to create reports, track information, and prepare materials.

**IT Support Help Desk Employee | Saginaw Valley State University | Saginaw, MI Jan 2024 – July 2025**

* Resolved 1000+ software, hardware, and network issue tickets for students, faculty, and staff, raising customer satisfaction scores.
* Delivered step-by-step troubleshooting remotely for recurring system malfunctions.
* Managed IT service tickets using tracking software, ensuring 100% closure rate within SLA deadlines.

**IT Manager | Raz Flour Mills | Narayanganj, Bangladesh** **Jan 2023 - June 2024**

* Oversaw IT infrastructure for mill operations, reducing downtime through proactive maintenance and upgrades.
* Installed and maintained networking and software systems, ensuring uninterrupted production workflows.

**PROJECTS**

**Retro RPG Portfolio Website | Personal Project |** [www.maeen.dev](https://maeen.dev/) **Sept 2025**

* Designed and launched a portfolio site with React (Vite), Tailwind CSS v4, and Framer Motion, improving site engagement with interactive UI elements.
* Built RPG-style skill tree, cartridge-shelf project gallery, and Konami code mini-game, showcasing both creativity and technical expertise.
* Integrated React Bits component library, improving development speed and consistency across the codebase.

**Art Blog Site | Client Project |** [www.cinnamongum.art](https://cinnamongum.art/) **Jan 2023**

* Delivered a responsive art blogging platform using HTML, SASS, and Hugo, cutting publishing time by 50% with a streamlined CMS.
* Deployed via Netlify with secure identity management, enabling client to post seamlessly without backend involvement.