

# Adib Haque

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## OBJECTIVE

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To obtain a professional and learning experience in a challenging environment that would further facilitate my personal development in the technology world, in particularly the Information Technology sector.

## EDUCATION

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**Passaic County Community College** Paterson, NJ

Associates in Information Technology, May 2019

**New Jersey Institute of Technology** Newark, NJ

Bachelors in Information Systems, December 2020

## TECHNICAL SKILLS

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Systems: Windows OS, Mac OS X, Linux, Windows Server

Software: MS Office, Adobe Creative Cloud, Xcode, VMWare, MySQL, Active Directory, Web Storm

Languages: Visual Basic, Python, Java, C++, HTML, SQL

## WORK EXPERIENCE

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**Kite+Key – Apple Campus Store, Rutgers Tech Store & Computer Repair** August 2017 – Present

Assistant Manager & Administrators Assistant – Newark, New Jersey

- Coached staff on how to handle sales objections on a sale-by-sale basis
- Collaborated with finance, inventory, and institutional departments often to maintain company records
- Assist technicians in the handling and orders of repairs

**Friends of Khairullah** April 2017 – February 2018

Website Developer/Data Entry – Prospect Park, New Jersey

- Responsible for designing, coding, and modifying [www.mayorkhairullah.com](http://www.mayorkhairullah.com)
- Responsible for entering subscriber information into system for mailing lists

**Councilman Anand Shah** November 2016 – January 2018

Consultant – Prospect Park, New Jersey

- Offered advice and expertise in Public Relations Department
- Built brand awareness and developed website
- Managed and moderated all social media accounts

## LEADERSHIP/MEMBERSHIPS

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Founder, Alpha Phi Delta National Fraternity, Beta Xi Chapter April 2016

President, Alpha Phi Delta National Fraternity, Beta Xi Chapter April 2016 – May 2017

Philanthropy Chair, Alpha Phi Delta National Fraternity, Beta Xi Chapter April 2016 – January 2018

## SPECIAL SKILLS

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Proficient: Collecting data, writing memos, and graphics design capabilities

Bilingual: Fluent in English and Bengali, knowledge in Spanish

Leadership: Assumed many professional leadership roles

Communication: Networking, researching and planning

References Available Upon Request