BORANA CECI

Queens, NY ⬦ github.com/BoraCeci

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EDUCATION

Lehman College, City University of New York	*Class of 2022*
B.S. in Computer Science, Minor in Mathematics.	GPA 3.7
University of Tirana	*Class of 2017*
B.S. in Mathematics and Information Engineering.	GPA 3.5

SKILLS

Computer Languages	Java, JavaScript, Python, HTML, SQL,
Software	MySQL Workbench, VS Code
Spoken Languages	English (Fluent), Albanian (Native), Greek (Proficient)

PROJECTS

Greenly App	National Competition
HSI Battle of the Brains	*Austin, TX*
Sudoku Validator	Term Project, Operating Systems
Lehman College, City University of New York	
CPU Schedule Simulator	Term Project, Operating Systems
Lehman College, City University of New York	
Minesweeper Game	Term Project, Comp. Prog. II
Lehman College, City University of New York	
School Database	Term Project, Comp. Prog.
Lehman College, City University of New York	

PROFESSIONAL EXPERIENCE

F&D partners	New York, NY
Office Manager	*October 2019* – Present

· Initiates and coordinates goals, deadlines, and projects of the company.
· Monitors and proceeds with data entries, analysis, prepares budgets & reports for clients based on their needs.
· Develops and implements policies and procedures to improve operations and function of the company.

Agasel SH.P.K.	Tirana, Albania
Webmaster	*January 2016 – May 2017*

· Created promotional material to advertise across company websites.
· Utilized WordPress to maintain all company website and provided support for procurement of ad space.
· Curated promotional content across four websites.