Navleen Kaur

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EDUCATION

ST. JOHN'S UNIVERSITY, COLLEGE OF PROFESSIONAL STUDIES   Queens, NY
Bachelor of Science in Information Technology   May 2021

TECHNICAL SKILLS

HTML, CSS, Sass/SCSS, Bootstrap, Materialize, APIs, JavaScript, JQuery, SQL, Node.js, Java, MS Office, Adobe Suite, Quickbooks, Tableau

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RELEVANT PROJECTS

Course Finder | **Full Stack Developer**

https://sju-course-finder.herokuapp.com/ | **https://github.com/CodingNav/Course-Search**

- Displays dynamic features and components using HTML, CSS, Bootstrap, JavaScript, and Handlebars,js
- Incorporates Express RESTful APIs to query course information with filtered results

SPA Quiz | **Front End Developer**

https://spa-quiz.netlify.app/ | **https://github.com/CodingNav/SPA-Quiz**

- Renders components using HTML, CSS, JavaScript, and Handlebars,js
- Consumes RESTful API to retrieve the quiz data using Fetch API requests

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EXTRACURRICULAR ACTIVITIES

Career Services   Queens, NY
Career Peer   January 2019 – Present

- Coached students in job and internship search basics and interview tips using online resources
- Coordinated and hosted events relating to career services with different schools

Computer Information Systems Society   Hamden, CT
Coordinator   August 2017 – May 2018

- Promoted the organization through creating strategies, assessing needs and resources, and advertising
- Organized and hosted Professional Development Week with over 500 students attending
- Communicated with professors and business professionals to give presentations and organize events

Girls Who Code   Hamden, CT
Facilitator   January 2018 – May 2018

- Generated and developed detailed schedules for each club session to help build community and guide 40 young girls to design their own Computer Science Impact Project
- Handled administrative details such as securing space, recruiting students, and liaising with Girls Who Code

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EXPERIENCE

Sunrise Burgers LLC   Long Island, NY
Administrator   May 2019 – August 2020

- Optimized team efficiency by initiating process change and organizing client and company documents
- Oversaw store performance, handled customer issues, and monitored inventory and ordered supplies to ensure proper supply levels

Douglas Elliman   Long Island, NY
Administrative Assistant   December 2018 - March 2019

- Coordinated 2 open houses, property photos, cleaning, lockbox and access requirements
- Communicated with both sellers and buyers to organize showings and marketing activities on a weekly basis for 5 houses

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ACHIEVEMENTS AND CERTIFICATION

Dean's List   September 2017 – December 2020
Omicron Delta Kappa (National Leadership Honor Society)   September 2019 – Present