

ASAD FAHIM

9305 CHAPMAN AVENUE,
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EDUCATION

California State University, Stanislaus Turlock, CA
Bachelor of Science in Business Administration with emphasis in Computer
Information Systems: Expected graduation December 2020.

CERTIFICATES

- TestOut Network Pro Certificate

EXPERIENCE

Team Diamond Marketing Anaheim, CA
IT Help Desk Support Internship Sep 2020 - Present

- Worked with end users to resolve their software and hardware issues in an efficient manner.
- Monitored business application via remote desktop.
- Daily monitoring of the nightly back up operations.
- Provide desktop support to ensure all desktop applications function properly.

US Census Bureau Fullerton, CA
Enumerator July 2020 -Sep 2020

- Responsible for collecting household and demographic information by canvassing assigned areas.
- Properly document and report findings.
- Keep track of hours worked, miles driven, and expenses occurred.

Coast Spine Sport Medicine Santa Ana, CA
Assistant Medical Biller Sep 2015 - Oct 2016

- Prepare billing data and medical claims for insurance companies.
- Ensure patient information is up to date and accurate.
- Create invoice and documents for medical procedures.
- Monitor late payments.

SKILLS

- Possess experience with Access to update data on a database.
- Store legacy hardware and update functional software's such as windows systems.
- Expert in Adobe Premier and Adobe After Effects.
- Satisfactory knowledge of Python.
- Satisfactory experience with computer networking.

INTERESTS

I enjoy traveling, photography, and hiking. I am passionate about videography and working with various artists.