**Job Objective**: Seeking an INROADS internship where I can use my skills in technology and software development to help a company.

**Education**

**Western Governors University, Salt Lake City (online program) December 2017-present**

*IT Management 2017- present Expected Graduation 5/2020*

**Bellevue College, Bellevue, WA September 2015-September 2017**

Associate of Arts and Sciences (AAS): Business Technology, Project Management and Information Technology

Academic Accomplishments: 3.5/4.0, Seattle Mathematics Engineering Science Achievement (MESA) Alumni

**Programming Languages & Software**

Programming Languages: HTML5, CSS (basic/core JavaScript, SQL PowerShell)

Software: MS Tool, Microsoft Office, Power BI, SharePoint, Visio, SQL Service Now, Visual Studios

Work Experience

**Business Program Manager, Microsoft** *Redmond, WA* **March 2016-September 2016**

* Managed transitional project dependencies globally while monitoring and mitigating risk ensuring both project and business continuity (including road-map planning, and delivery assessment).
* Utilized software tools to house multiple projects; built libraries, views, and workflows for the project team and shipped weekly status reports on on-going projects and key deliverables to stakeholders.
* Maintained ticket and task creation, prioritizing and tracking to ensure tickets were addressed within SLA.
* Developed Troubleshoot and deployed infrastructure fixes over a 3-month period.

**Year Up Ambassador, Bellevue** *Bellevue, WA* **2016-2017**

* Advocated for Year Up Puget Sound to help connect young adults ages 16-21, to education, experiences, and guidance for professional careers in order to close the opportunity gap.
* Provided outreach, recruitment, information, and support for at young adults and county/community-based organization staff with public schools, community centers, religious sites, etc.

**Youth Soccer Referee/Coach Assistant September 2010-September 2014**

*Washington State Referee Committee Board (WASRC)*

* Officiate at youth sporting events or games to maintain standards of play and to ensure that game rules are observed.
* Assist teaching participants the actions, behaviors and rules of the sport.
* Inspect sporting equipment and/or examine participants to ensure compliance with event and safety regulations.
* Assist in planning and scheduling of practices, games, and other events.
* Maintained positive sportsmanship and discipline.

**Community**

**African Sports Federation (ASF) Community Organizer/Board Member** *Tukwila, WA* ***2012-present***

* Developed, coordinated, and promoted ASF for building the African community through cultural and sport events (including soccer), activities and services within the King County area.
* Maintained long-term partnerships with vendors, community-based and non-profit organizations.
* Managed ASF staff and volunteers.
* Assist and collaborated in outbound or inbound marketing activities (content development and optimization, social media and advertising, events planning etc.)

**Global Glimpse - Dominican Republic: Humanitarian and Disaster Relief**

**NOLS - Outdoor Leadership School: 30-day Wilderness Expedition**

**Washington Business Week: Business and Innovation Event**

**King County Library System: Public Service Assistance**

**Skills**

* Microsoft Office Proficient, Word, PowerPoint, Excel
* Fluency in Amharic language