

# Nadia Khan

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## PROFESSIONAL SUMMARY

Motivated and detail-oriented Computer System Technology student with foundational knowledge in Java, Python, and SQL, as well as experience with GitHub. Skilled in critical thinking, communication, and problem-solving, with strong organizational and time management abilities. Multilingual in English, Urdu, and Punjabi, offering excellent interpersonal and active listening skills. Eager to build on technical and soft skills to contribute to team-oriented environments while gaining practical experience in programming, data management, and data analytics.

## EDUCATION

<b>New York City College of Technology, CUNY  </b> <i>Bachelor of Technology, Computer Information Systems</i> <ul style="list-style-type: none"><li>GPA: 3.9/4.0</li></ul> <b>Relevant Courses:</b> Database Systems Fundamentals/SQL, Programming Fundamentals/JAVA, Python, Technical Writing, Accounting, Business Management	<b>Brooklyn, NY</b> <b>May 2027</b>
<b>Kingsborough Community College, CUNY  </b> <i>Associate in Arts, Criminal Justice</i> <ul style="list-style-type: none"><li>GPA: 3.7/4.0</li><li>Dean’s List</li></ul>	<b>Brooklyn, NY</b> <b>2015 – 2017</b> <b>2016 – 2017</b>

## TECHNICAL SKILLS

**Programming Languages:** Java, Python, SQL  
**Operating Systems:** Windows  
**Platforms:** Oracle SQL, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, GitHub, Cura  
**Languages:** English, Urdu, Punjabi  
**Soft Skills:** Critical thinking, Communication, Leadership, Active Listening, Time Management, Problem Solving, Conflict Resolution, Data Entry, Organization, Hospitality, Schedule Building

## ACADEMIC PROJECTS

<b>Business Management</b> <i>Business Term Project   Class Project</i> <ul style="list-style-type: none"><li>Collaborated with a team of five to achieve project objectives.</li><li>Developed a comprehensive business plan for a Spa, including market analysis, strategic planning, and financial projections.</li><li>Identified target demographics and outlined key services such as massages, facials, and exclusive membership options.</li><li>Designed an organizational structure and defined roles for the management team.</li><li>Conducted competitive analysis and formulated a global expansion strategy with phased implementation.</li><li>Created marketing and operational plans to ensure efficient service delivery and customer retention.</li></ul>	<b>April 2024</b>
<b>Accounting   Class Project</b> <ul style="list-style-type: none"><li>Created comprehensive financial statements for a hypothetical business, including the preparation of monthly transactions and trial balances.</li><li>Developed both unadjusted and adjusted trial balances to ensure accuracy in financial reporting.</li><li>Generated full financial statements, including the income statement, balance sheet, and cash flow statement.</li><li>Processed closing entries to finalize the accounting period and reset temporary accounts.</li></ul>	<b>Nov 2023</b>

## EXPERIENCE

<b>NYC College of Technology</b> <i>Research Assistant</i> <ul style="list-style-type: none"><li>Maintained and organized an inventory of pre-printed assistive devices, ensuring accurate tracking and availability for distribution.</li><li>Conducted research on OpenSCAD to enhance the programming and customization of assistive device designs.</li><li>Applied OpenSCAD's parametric modeling capabilities to develop more adaptable and efficient 3D models.</li></ul>	<b>Fall 2024 – Present</b>
<b>SUNY BEOC</b> <i>Office Assistant in the Advisement office</i> <ul style="list-style-type: none"><li>Assisted with clerical work such as copying, faxing, and shredding.</li><li>Managed the phones and set up appointments for individuals attending the BEOC.</li><li>Helped around the office with recreational work such as making flyers, promotional PowerPoint slides and holiday posters.</li><li>Produced excel sheets for record keeping purposes of the BEOC students.</li></ul>	<b>Fall 2023</b>
<b>Youth Tutoring Program</b> <i>Home Tutor</i> <ul style="list-style-type: none"><li>Tutored students aged 5 to 15 in math, English, and science, tailoring lessons to individual learning styles and academic needs.</li><li>Demonstrated strong communication and interpersonal skills, fostering a positive and engaging learning environment for students.</li><li>Monitored and assessed student progress, providing constructive feedback to students and parents to track improvement and address areas of concern.</li></ul>	<b>2018-2020</b>

## EXTRACURRICULAR ACTIVITIES

<ul style="list-style-type: none"><li><b>Girls Who Code</b><ul style="list-style-type: none"><li>Current President of the College Loop Chapter at City Tech</li><li>Motivating young girls to take interest in technology related fields and collaborate with one another to learn programming skills.</li></ul></li><li><b>Makers Making Change</b><ul style="list-style-type: none"><li>Using 3D printing technology to print assistive devices with the purpose of addressing accessibility needs with innovative solutions.</li></ul></li></ul>	<b>Nov 2024 – Present</b> <b>Sep 2024 – Present</b>
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