Mahim Ali

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Education

Hunter College, City University of New York

Bachelors in Computer Science, Expected May 2026

Cumulative GPA: 3.5 Honors: Dean's List (Fall 2022 and Spring 2023)

Relevant Coursework: Computer Science Python, Software Analysis and Design in C++ and Discrete Structures

Professional Experience

SYEP 2023

NYC Department of Social Services   July 2023 - Aug 2023

Office Assistant / Summer Intern

-Handled incoming calls from customers, clients, or colleagues.

-Made copies, sorted and categorized documents, records, and paperwork.

-Transmitted important documents via fax machines.

-Navigated through software applications and tools.

-Facilitated the check-in process and coordinated schedules for clients.

SYEP 2022

The Salvation Army Astoria Corps Community Center   July 2022 - Aug 2022

Pantry and Custodian Assistant / Summer Intern

-Managed document duplication and client signatures.

-Performed diverse tasks: unloading, restocking, bagging, assisting clients, and operating checkouts and food pantries.

-Conducted cleaning tasks: dusting, garbage disposal, sweeping, mopping, and facility upkeep.

-Supervised children's safety and engaged them in interactive activities.

SYEP 2021 CareerReady   Remote   July 2021-Aug 2021

Summer Intern

-Gained some understanding about stocks: purchasing, selling, and recommended strategies.

-Prepared for job interviews with training on elevator pitch, professional attire, and nonverbal communication.

-Acquired knowledge on essential elements for successful business start-up, including business plans, finance management, and effective marketing strategies.

-Received training on identifying customer needs, building a brand image, and effective problem-solving and decision-making skills to overcome obstacles.

SYEP 2020 Project Based Learning   Remote   July 2020-Aug 2020

Summer Intern

-Created a pandemic-related client storyboard and found suitable solutions by identifying relevant products, programs, or services.

-Obtained professional skills like punctuality and proper attire for the job market.

-Enhanced teamwork and productivity skills for better collaboration on group projects.

-Acquired knowledge and training in communication skills including active listening, effective feedback, and conflict resolution.

Skills

Google Docs and Slides, with intermediate proficiency in Python and C++ programming language