Mir Raonaq

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Education	**University at Buffalo, State University of New York**	May 2019
	B.S. Computer Science (Minor: Economics)	

Employment   **Neighborhood housing Services, Queens, NY**   May 2017 - Present
Administrator
- Coordinated office activities to secure efficiency and compliance to company policies
- Submitted timely reports and prepared presentations/proposals as assigned
- Supported budgeting and bookkeeping procedure

Sports & Arts in Schools Foundation, Queens, NY   June 2016 - August 2016
Math Teacher
- Implemented unique programs to enhance student learning experience
- Developed weekly lesson plans and selected classroom materials
- Experimented and modified new techniques in teaching

SCI Security Training Inc. Queens, NY   June 2015 - August 2016
Desktop Support Technician
- Provided daily technical support
- Installed new software and setup computers for individual staff use
- Communicated with vendors and purchased supplies

Skills

Programming Languages: Java, C++ & Python
Web Technologies: HTML, CSS & JavaScript
Platforms/OS: Windows, Workstation, Linux & OS X
Languages: Bengali & Elementary Arabic
Microsoft Word, Excel & PowerPoint Certified

Activities &   1st Place in AngelHack
Awards   2nd Place in AT&T Hack
Groups: Robotics & Muslim SA
Volunteer: UB Hack, YMCA & Baitul Jannah Masjid
Teams: Varsity Basketball & Intramural Basketball