Nabeeha Siddiqui

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Personal Website: https://nabeehasiddiqui.github.io/Personal-Website/ | LinkedIn: www.linkedin.com/in/nabeeha-siddiqui

Technical Skills

Software development: Java, C, C++, Python, Object Oriented Programming Principles

Web Development: JavaScript, DOM, MERN, HTML5, NPM, AJAX, CSS, SCSS, Bulma, Materialize, Foundation, Bootstrap, PostgreSQL, Angular, REST API's, EJS, jQuery, Postman

Other: Project Management Principles (Agile, Scrum), Office 365 (Word, Excel, PowerPoint, Visio etc.), Technical Support and Troubleshooting, Android App Development (Java, XML), Oracle/SQL, Git, GitHub, Intermediate Linux, Intermediate Bash Scripting, Visual Paradigm, Visual Studio, Visual Studio Code, AODA Compliance

Education

Seneca College Newnham Campus   Jan 2022 – Aug 2023
Computer Programming Diploma (Honors)
Toronto, Canada

- 3.9/4.0 Graduating GPA
- Presidents list for Winter 2022 and Summer 2022

Cambridge International School   Sep 2007 – Jul 2021
Highschool Diploma
Dubai, UAE

Experience

Office Manager   Jun 2022 – Current
(Contracted)
LXM Law | Ottawa, Canada

- Maintained the organization's website by optimizing SEO, timely updating blog posts etc.
- Utilized MS Word to produce meticulously formatted legal documents, showcasing high proficiency with this software.
- Microsoft Administrator for the organization. Responsible for the smooth running and maintenance of Microsoft technologies.
- Effectively communicated with organization members to identify, troubleshoot and resolve issues.
- Utilized JavaScript, HTML, CSS and WordPress technologies for website maintenance.

IT Service Desk Representative – Lab Monitor   May 2023 – Aug 2023
(Part-time)
Seneca College | Toronto, Canada

- Conducted thorough checks on Crestron conferencing tools and lab systems to ensure all hardware and software were up to date.
- Worked alongside Seneca ITS to facilitate asset management. Assisted in the time-efficient deployment of laptops to faculty.
- Effectively communicated with clients to identify and resolve issues.
- Responsible for troubleshooting any technical faults on Seneca lab systems.

IT Service Desk Representative – HyFlex Ambassador   Aug 2022 – Dec 2022
(Part-time)
Seneca College | Toronto, Canada

- Effectively communicated with clients and professors to identify and resolve issues.
- Resolved any issues and aided in the smooth delivery of flexible lessons.
- Worked independently as a self-starter while also being a valuable team member within a group of 15 individuals during the imaging process for Seneca lab systems.
- Performed checks on HyFlex Crestron Presentation facilities to ensure optimal functionality.