

# Nabeeha Siddiqui

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## 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

**Other:** Project Management Principles (Agile, Scrum), Office 365, Android App Development (Java, XML), Oracle/SQL, Git, GitHub, Intermediate Linux, Intermediate Bash Scripting, Visual Paradigm, Visual Studio, Visual Studio Code

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## 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

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## Experience

### Office Manager

Jun 2022 – Current

(Contracted)

LXM Law | Ottawa, Canada

- Maintained organization's website by optimizing SEO, updating blog posts etc.
- 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 checks on 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 to identify and resolve issues.
- Resolved any issues and aided in the smooth delivery of flexible lessons.
- Teamed with 15 people to conduct imaging on Seneca lab systems to ensure up to date software installations.
- Performed checks on HyFlex facilities to ensure optimal functionality.