

# Najiba Haidari

## Full Stack Web Developer

Lone Tree, CO | [Gmail](#) | [LinkedIn](#) | [GitHub](#)

### SUMMARY

Motivated Full Stack Developer currently enrolled in a rigorous 15-week Software Engineering Bootcamp at ActiveWork, and also graduated from the Full Stack Flex Coding Bootcamp offered by the University of Denver. Proficient in front-end and back-end technologies, with a strong focus on JavaScript, React, and the MERN (MongoDB, Express.js, React.js, Node.js) stack. With strong communication skills, attention to detail, and proactive problem-solving abilities from prior professional experiences, I am eager to contribute to and advance within the technology industry while learning from seasoned engineers.

### EDUCATION and CERTIFICATIONS

<b>Software Engineering Bootcamp</b> - ActiveWork powered by PerScholas, Denver, CO	<b>Feb - Jun 2024</b>
<b>Certificate of Full Stack Flex, Coding Bootcamp</b> - University of Denver, CO	<b>Dec 2022 - Jun 2023</b>
<b>BS in Finance</b> - Dunya University, Kabul, Afghanistan	<b>2013</b>

### SKILLS

- |                       |                    |                        |
|-----------------------|--------------------|------------------------|
| • Javascript          | • Fundamental Java | • Git                  |
| • React.js            | • Node.js          | • Problem-solving      |
| • Bootstrap /Tailwind | • Express.js       | • Teamwork             |
| • CSS3                | • My SQL           | • Communication        |
| • GraphQL             | • NoSQL            | • Interpersonal Skills |

### PROFESSIONAL WORK EXPERIENCE

<b>Business Support Assistant, United Nations World Food Programme</b>	Sep 2019 – Jun 2022   Kabul, AFG
<i>The United Nations World Food Programme provides food assistance and support to vulnerable populations.</i>	
<ul style="list-style-type: none"><li>• Administered training and workshops for national and international staff, ensuring effective personnel development.</li><li>• Prepared leave plan and work plan under instruction from the Head of Unit.</li><li>• Monitored travel documents and arrangements, ensuring personnel safety and compliance.</li><li>• Facilitated purchase requests and verified micro-purchase orders and managed service contracts in consultation with the Head of Unit.</li><li>• Processed documents in WINGS, SAP, SES, GRNs software of WFP and UNHAS flight booking.</li></ul>	
<b>Secretary, Embassy of the Republic of Indonesia</b>	Jan 2013 – Sep 2019   Kabul, AFG
<i>The Indonesian Embassy in Kabul, Afghanistan represents the Republic of Indonesia's diplomatic presence.</i>	
<ul style="list-style-type: none"><li>• Managed and coordinated secretarial duties for diplomats, including handling correspondences, maintaining schedules, and ensuring timely action on all assigned tasks.</li><li>• Drafted correspondences, documents, reports maintaining high standards of accuracy and confidentiality.</li><li>• Managed and maintained filing system for the Embassy, ensuring organized storage and retrieval of specific documents as needed.</li><li>• Coordinated travel arrangements for over 100 importers and exporters to attend the annual Trade EXPO in Indonesia.</li><li>• Reviewed educational documents of up to 300 students for degree and non-degree scholarship consideration at the Embassy.</li></ul>	