AJISH SAM

East Meadow, NY 11554 • ajishsam1071@gmail.com • (516)-376-1671 • linkedin.com/in/ajish-sam-0a4296211

PROFESSIONAL EXPERIENCE

DAY AND NITE & ALL-SERVICE New Hyde Park, NY
IT Systems Administrator Intern OCT 2023-May 2024

- Delivered first and second-level support to staff, encompassed software, hardware, and connectivity issues, while also contributing to system updates, software testing, documentation, and knowledge library development.
- Managed workstation and mobile device setup for new employees, participated in IT training sessions, quality assurance for software initiatives, and inventory organization within collaborative team environments.

NORTHWELL HEALTH Manhasset, NY
IT&S Project Management Intern Feb 2023-Aug 2023

- Provided systems support, administration, and configuration for internal and external users within the project management system.
- Managed data reporting, including the collection, cleaning, and analysis of large datasets, while supporting software testing and development efforts.

FARMINGDALE STATE COLLEGE Farmingdale, NY
IT Data & Networking Intern Oct 2022-Feb 2023

- Contributed assistance to the IT staff in networking and systems support, including deploying and patching devices, performing hardware maintenance in the data center, and preparing cabling materials for new data runs.
- Collaborated on a variety of IT tasks, contributing to the efficient functioning of the IT department as needed.

NORTHWELL HEALTH New Hyde Park, NY
IT&S Technician June 2022-Aug 2022

- Conducted IT-related services, involving workstation inventory, imaging, configuration, installation, network integration, and post-installation support.
- Ensured seamless deployment of new workstations (desktops, laptops, tablets) and related hardware/software, optimizing functionality and enhancing IT operations.

EDUCATION

FARMINGDALE STATE COLLEGE Farmingdale, NY
Bachelor of Science, Major in Computer Programming and Information Systems 2019-2020, 2022-2023
GPA: 3.4

NASSAU COMMUNITY COLLEGE Garden City, NY
Associate of Applied Science, Major in Information Technology 2020-2021
GPA: 3.9

EAST MEADOW HIGH SCHOOL East Meadow, NY
General High School Diploma 2015-2019
GPA: 3.4

VOLUNTEER EXPERIENCE

CSI Jubilee Memorial Church | Youth Secretary Jan 2024-Present

- Manages administrative duties for the Church Youth Secretary role, collaborates with Youth Board members and church committee to streamline operations, coordinates events, and fosters collaborative initiatives with other churches, ensuring effective communication and alignment with organizational goals.

CSI Jubilee Memorial Church | Tournament Administrator and Coordinator Jan 2023-Present

- Coordinates and manages all aspects of a bowling tournament, including logistics, communication, budgeting, and event execution, resulting in seamless operations and successful outcomes.

Study-Squad | Front-End Developer Sept 2023-Dec 2023

- Enhanced website functionality and user engagement through the implementation of interactive features and animations using HTML, CSS, and JavaScript, while ensuring consistent user experiences across different browsers and devices and optimized web performance to improve page load times and user satisfaction.

SKILLS

- Strong collaboration skills with experience working in a team setting.
- Excellent written and verbal communication.
- Outstanding customer service skills with the ability to proactively anticipate and provide solutions to customer needs.
- Detail-oriented with strong organization and time management skills.
- Self-motivated, quick learner with high level of energy and enthusiasm.
- Problem-solving and critical thinking abilities.

TECHNICAL SKILLS

- Microsoft 365: Word, PowerPoint, Excel, Outlook, Teams, and SharePoint
- Google Workspace: Gmail, Calendar, Meet, Docs, Drive, Sheets, Slides, and Forms
- Operating Systems: WindowsOS, MacOS, AndroidOS, and IOS
- Programming Languages: HTML, CSS, JavaScript, and SQL
- Security: BitWarden, Authy, Duo, and Microsoft Authenticator
- Other Software: Visual Studio Code, Notion, Adobe Acrobat and Zoom