`**Sandra George *E-mail:*** seg190@scarletmail.rutgers.edu

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**QUALIFICATIONS & OBJECTIVE**

* Relevant experience in MySQL, and SQL Server for data manipulation (DML), data control (DCL), data definition (DDL) and data query (DQL).
* Relevant experience in Database Management Systems (DBMS) and normalization forms.
* Certified in cyber security as securing Cisco servers, managing access control and security policies and implementing Host, Perimeter and Network defenses.
* Skillful in web design programming using HTML, JavaScript and CSS.
* Good experience in Linux/Unix systems, their commands and shell programming.
* Experienced in different Java algorithms and data structures like Sockets, Arrays, Linked lists, Stacks, Queues, lists maps and graphs, using Eclipse or any other Text Pad. I also have experience in other OOP languages as C++ and Python.
* Expert in managing google cloud as well as creating emails and generating passwords in webmail and google suite.
* Good experience in Salesforce as programming in Apex using loops, SOQL, SOSL, implementing security, creating workflows, using process builder and writing programs in visualforce.
* Completed a project in college using MySQL.
* Skilled in using Windows PowerShell and Microsoft Office.
* Achieved a project with college creating an app as I took a rule as the finance manager.
* Extensive knowledge in Networking like SSL certificates Domain Registry, ports, encryption, IPv4 and IPv6 CIDR notation, subnets and all server-client relationships.

## **WORK EXPERIENCE**

CHOYCES LLC, New York. NY *November 2020 – April 2021*

**IT Intern**

I was member in the IT team where our team was responsible for all the IT operations of the company.

**Duties and achievements:**

* Responsible for managing access and organizing Google Suite and Google Drive and creating necessary folders, sheets and documents.
* Created emails and passwords for all the company’s employees and did troubleshooting if there was a problem.
* Helped organize and present in Zoom meetings.
* Our Company hosted a Virtual College Tour for High school students through zoom and I set up the whole meeting settings and created breakout rooms for different colleges.
* Transferred our Company’s cloud from regular Google to Google Suite and organized files to look professional.
* Created a Mail DNS server in Google Suite to transfer our company’s own domain from webmail to Google Suite.

GAO TEK, New York, NY *November 2020 - January 2021*

**IT Intern**

Did a project on Amazon and left before the internship ends because there was nobody to train us, so they asked us

to leave the company

**Duties and achievements:**

* Got trained to review multiple company products description on Amazon and make sure that there are no silly mistakes and they are not missing some information. After that I wrote information about these products in an excel file template they gave me- and sent it to them.
* They gave me the link of a GAO Tek product-which is an HD combine tester and other products. I did a search on Amazon for another Company’s HD combine tester and other products. I filled an excel file with the points of strength in our product that is not present in theirs. I also populated the file with a lot of information about the two products-like their price and number of images of the product. I also made sure there are no spelling mistakes in our product description, also the title and the bullet points are correct.

REVATURE, Reston, VA *August 2020 – September 2020*

**Salesforce Programmer**

Responsible for creating tables through Salesforce and managing relationships between them-like Master-Deta

relationship and Lookup relationship and manage security of a table and writing OOP programs.

**Duties and achievements:**

* Trained to maintain the security of information in a company using Salesforce. Also wrote Programs using Salesforce Java-like programming called Apex and wrote controllers Programs using visualforce.
* Created a project for that supports a mailing company satisfying a specific Data Model and configuring proper security for the project.
* Created 5 small programs using Apex including SOQL and SOSL

**EDUCATION**

**Rutgers University, New Brunswick, NJ** *September 2017-August 2020*

Bachelor’s in Arts and Sciences

Major in Information Technology and Informatics. GPA: 3.407

**CERTIFICATIONS**

* *Microsoft Azure Administrator Certification:* passed the certification exam and learnt a lot about Azure like Azure Monitor, PowerShell and CLI, Azure File Sync, Azure DNS, etc.
* *Microsoft Azure Fundamentals Certification:* Learned the basics of cloud computing in general and learned and the services Microsoft Azure offers in networking, compute, storage, security and other services.
* *TestOut Security Pro Certification:* Learned a lot about practical cyber security including Access Control, Security Policies and Perimeter, Host and Network Defenses