

Systems Administrator Systems Administrator Systems Administrator - Information management systems association Work Experience Systems Administrator Information management systems association - San Francisco, CA February 2019 to Present Maintain the security of the organization's technology infrastructure. Operate and manage the collaboration platforms using Webmail. Update and control the organization's website using WordPress. Expert Personal Shopper Instacart - San Francisco, CA December 2016 to Present Shop for on-demand grocery service while fulfilling customer orders quickly and efficiently. Collaborate with grocery stores to ensure the delivery of high-quality service. Communicated with customers via telephone by recommending, selecting, and obtaining out-of-stock items. Consistently receive positive feedback from customers on performance reviews. Information Technology Summer Intern Advisory Cloud Inc - Novato, CA May 2019 to July 2019 Managed over 150+ users via JAMF and G Suite Troubleshooted technical issues with desktop computers, laptops, network printers, scanners, and desk VOIP phones Implemented SPOKE software in order to provide a more efficient ticketing system Setup computers, VOIP phone systems, and monitors for new hires Active Member Commercial Real Estate Fellows Program September 2018 to May 2019 Learned about commercial real estate principles and real-world applications through hands on projects. Attended professional development workshops and events designed for young professionals in the commercial real estate industry. Strengthened professional skills that are in demand including communication and problem solving skills. Education Business Administration San Francisco state university - San Francisco, CA August 2016 to May 2020 Skills C#, JAVASCRIPT, DATA ANALYSIS, MICROSOFT OFFICE Additional Information SKILLS Languages: English, Arabic (Proficient) Skill Sets: Microsoft Office, Computer Programs(C#, JavaScript), Proficient Typer, Data Analysis, Information Technology AWARDS & ACKNOWLEDGEMENTS Multiple Instacart number one shopper rankings of the week on leaderboard. Pisces-McCoy Scholarship - Recognizing academic performance and contributions to the spirit of community. Henry Ho Award - Achievement in mathematics and outstanding academic record. Ambrose-Pittsburg Lions Club Scholarship Award - Exemplary participation in service projects, vocational service, and

extracurricular activities.

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