

Farah Yeazneen

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EDUCATION

The City College of New York, New York, NY

Degree: Bachelor in Science; **Major:** Computer Science

Expected Date of Graduation: December 2023

Borough of Manhattan Community College, New York, NY

Associate in Science; Major: **Computer Science**

Graduated on December 2020

TECHNICAL PROJECTS

Scheduling System

- Created a website using HTML, CSS, PHP, SQL, and JavaScript with a purpose to develop an appointment schedule system for tenants to use the laundry room in an apartment building.

Pet Buddy

- Created a MERN stack e-commerce website that allows authorized users to find pet service providers and shop for pets.

SKILLS

SQL, C++, HTML, CSS, JavaScript, Python, Node.js, React.js, MongoDB, Git, Salesforce, Ms office, Google Workspace

WORK EXPERIENCE

Department of Building, Manhattan, NY

January 2022 – Present

Junior Data Analyst (via Spruce Technology, Inc.)

- Provide quality assurance of incoming data by comparing and validating data integrity
- Process confidential data and information according to guidelines
- Collect data related to COVID positive test cases from 1772 DOE schools that situated at DOB premises
- Update and manage data repository that is built on Microsoft Dynamics 365
- Collaborate with DOE, DOB, DOHMH as a team to identify, asses, and solve business problems
- Create and manage dashboard on Microsoft Dynamics 365

Multi-specialty Medical Office, Brooklyn, NY

Medical Receptionist

July 2021–January 2022

- Registered patients, scheduled appointments, collected co-pays and payments
- Performed daily administrative task such as communicated with various business entities and organized documents

Fingercheck, Brooklyn, NY

May 2021–June 2021

Software Support Specialist

- Assisted customers by answering technical question about the HR software via phone call, email and live chat via intercom
- Documented calls and chats with clients using Salesforce software

YS Farm Country Corporation, Brooklyn, NY

March 2016 – June 2019

Administrative Assistant

- Helped in processing payroll, managed day-to-day payments, monitored and tracked financial transactions on a daily basis using Accounting Edge software.
- Performed bank reconciliations and checked if there is any irregularity between company's financial records and bank statements.