AMENA AKBARY

SUMMARY

Recent Computer Science graduate with hands-on experience in IT operations, data handling, and process automation. Proven ability to streamline workflows using Python, Microsoft tools, and secure platforms. Eager to apply technical and analytical skills to data science and AI-driven roles.

EDUCATION

STEVENS INSTITUTE OF TECHNOLOGY| *Bachelor of Science in Computer Science*
Relevant Coursework: Data Mining, Deep Learning, Database Management, Computer Vision, Object Oriented Analysis, Concurrent Programming

SKILLS

Programming: Python, SQL, R, C++, C, Java, HTML, CSS
Tools/Software: VS code, Jupyter Notebook, R studio
Software: Microsoft Office Admin, LucidChart, Veeva, Slack, SSCM

WORK EXPERIENCE

SARA JEWELRY | *Business Tech Specialist* · Jersey City, NJ January 2025 - Present

- Manage all tech-related operations, including email systems, digital contracts, social media, website and customer communications.
- Coordinate business workflows using Microsoft tools for digital record-keeping, reducing manual errors by ~40%.
- Support media outreach, marketing content creation, and business development efforts contributing to ~35% increase in customer engagement.

INSMED | *Information Technology Intern* · Bridgewater, NJ May 2023 – August 2023

- Collaborated with IT and HR teams to streamline onboarding processes using Active Directory and Microsoft Admin, enhancing team coordination and reducing delays by ~30%.
- Automated portions of internal communications using Python scripts, supporting cross-team knowledge sharing.
- Created internal documentation and guides in Word and PowerPoint for executive briefings and team use.
- Managed asset-related logistics using Excel, supporting accurate reporting and tracking workflows.
- Gained exposure to secure data handling and compliance within a regulated biotech environment.

CODING PROJECTS

- **Logistic Regression (Python)**: Built and evaluated classification models using mini-batch gradient descent on UCI datasets. Developed modular pipelines with NumPy, pandas, and matplotlib for training and performance tracking.
- **Image Processing (OpenCV):** Applied Sobel filter and edge detection to grayscale images using convolution techniques. Processed image data in multi-step workflows with cv2, gaining experience in image transformation pipelines.