

BILAL SURAJ

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EDUCATION

City University of New York Lehman College

Bachelor of Science in Health Services Administration

Bachelor of Arts in Computer Science

Honors and Awards: Dean Lists, Gilman Scholarship

Bronx, NY

May 2021

GPA: 3.15/4.00

Study Abroad, Rio De Janeiro, Brazil

January 2020

- Enrolled in a course on ethnicity in business settings
- Immersed in a Brazilian culture and exchanged cultural values

EXPERIENCE

St. Barnabas Hospital

Bronx, NY

Human Resources Intern

June 2019 - August 2019

- Supported the HR Assistant Vice President to compile 100+ weekly reports, invoices and expense reports such as employee's salaries using Microsoft Excel
- Collaborated with the HR Management team of 15 to conduct research on employee policy and presented to the senior leadership
- Composed and proofread 1,000+ memos, letters, reports by using Microsoft Word

Family Dollar

Mount Vernon, NY

Customer Service Representative

August 2017-August 2018

- Managed \$1,000+ of cash payments and reconciled 100% of spending at the end of the shift
- Communicated with 100+ customers daily to locate merchandise based on their inquiries and requests
- Cooperated with 12 sales associates to ensure cleanness and appearance of the department

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

Lehman College Leader's Involved for Everyone Program

Bronx, NY

Volunteer

August 2018 - Present

- Distributed water cups as well as fruits/snacks for 53,000+ NYC Marathon runners for 6 hours
- Directed 200+ people to sit and set up 25+ tables and 150+ chairs for the Global Citizens Gala
- Fundraised \$500+ around The Bronx for a medical volunteer trip for underprivilege communities in Peru

Lehman College Track Team

Bronx, NY

Middle Distance Runner

August 2016 - May 2020

- Maintained a work-life balance by attending 30+ hours of practice while studying 25+ hours week
- Strategized with 20 teammates increase rank by 5 positions and finished in 2nd place

PROJECTS

School Database

August 2020

- Used Java to develop a program which school administration would use to keep track of students and displayed the information on a GUI interface

Website

- Used HTML CSS Bootstrap and JavaScript to build a gaming website that generates random numbers

SKILLS & INTERESTS

Technical: Intermediate in Word and PowerPoint | Beginner in Excel, SPSS

Programming Languages: Intermediate in Java, React, CSS, HTML | Beginner in SQL, BootStrap

Languages: Intermediate in Hausa

Interests: Cooking, Linguistics, Distance Running, Afrobeats