

# Bisma Khan

## Summary

A highly organized, detail-oriented honors student with over 200 hours of volunteer service and a 4.0 GPA. Served as a computer support assistant and looking for an internship in the information technology field.


## Skills

- Microsoft Office
- Intro-level Computer Programing
- Website Development
- Operating Systems
- Network Administration
- Project Management
- Bilingual - Urdu & English

## Accomplishments

- Presidential Scholar at The College of Dupage
- Transfer Leadership Scholar at Illinois Institute of Technology
- Deans List for all semesters of University

## Contact Info

 773-972-3576

 bismak0220@gmail.com

 <https://bismak02.github.io/bismakhan/index.html>

## Education

- Illinois Institute of Technology Dec. 2024  
Bachelor in Information Technology Management (Focus in Cybersecurity)
- College of DuPage Dec. 2022  
Associate in Science with Honors

## Work Experience

- Print Assistant - Library Computer Lab  
College of DuPage | Aug. 2021 - Dec. 2022
  - Guided students on the use of printing and copying equipment.
  - Demonstrated proficiency in documenting and resolving technical challenges, including issues related to various university software, utilizing multiple communication channels, all while fostering a hospitable environment.
- Marketing Intern  
Blessed Bonds | Apr. 2019 - Jul. 2019
  - Spearheaded the development of company email campaigns aimed at expanding the organization's customer base.
  - Coordinated corporate events accommodating more than 200 attendees.

## Volunteer Experience

- Website Designer  
Qidwai Welfare Trust | Mar. 2020 - Jul. 2020
  - Developed and designed a website while fundraising \$20,000 for the construction of 40 wells in Pakistan.
- Service Desk & Baking Volunteer (104 Hours)  
Elmhurst Hospital | Aug. 2018 - Mar. 2020
  - Facilitating individuals in reaching their designated destinations, using hospital computers, and addressing inquiries.
  - Preparing baked goods and distributing them to hundreds of patients and their families within the Family Birthing Center.