

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
- SQL
- 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.