

**BK****BISMA KHAN**ITM STUDENT | WWW.LINKEDIN.COM/IN/BKHAN02/

OBJECTIVE

A highly organized and detail-oriented honors student at the Illinois Institute of Technology with over 200 hours of service and a 4.0 GPA. Served as a computer support assistant and looking for an internship in a similar field.

EXPERIENCE

LIBRARY COMPUTER LAB – PRINT ASSISTANT • COLLEGE OF DUPAGE • AUG 2021 - DEC 2022

- Guided students on the use of printing and copying equipment.
- Documenting and resolving technical issues such as the use of various COD student software through phone, email, or in-person interactions while ensuring a welcoming environment

WEB DEVELOPMENT • QIDWAI WELFARE TRUST • MAR 2020 – MAY 2020

- Raised money and assisted in constructing a website for wells in Pakistan

SERVICE DESK & BAKING VOLUNTEER • ELMHURST HOSPITAL • AUG 2018 – MAR 2020

- Assisting people to get to their location and answering questions at the entrance podium.
- Baking cookies and delivering them to the patients and families in the Family Birthing Center.

SKILLS

- Microsoft Office
- Intro-level Computer Programing (Java, C++, & Python)
- Website Development
- Operating Systems
- Network Administration
- Project Management
- Organization
- Troubleshooting
- Bilingual - Urdu & English

EDUCATION

BAC IN INFORMATION TECHNOLOGY MANAGEMENT • DEC. 2024

4.0 Honors Student at The Illinois Institute of Technology with a cyber security focus and a Transfer Leadership Scholar

AS IN SCIENCE • DEC. 2022

4.0 Honors Student and Presidential Scholar at The College of DuPage

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