Omar Chaudhry
571 276 7630 – omarchaudhry.1991@gmail.com

<table>
<tr><td>

Education & Certifications:
Marymount University – Bachelors in Business Administration
September 2015 (GPA 3.1/4.0)
Amazon Web Services – Cloud Computing / Cloud Practitioner
Certification
Facilitated through Northern Virginia Community College
April 2019
Project Management Institute – PMP Certification
December 2019
Fairfax County Department of Family Services – Volunteer
General Assembly – Fullstack Web Development Bootcamp

</td><td>

Skill Sets:
Programming Languages – HTML, CSS,
Javascript, Jquery, Python, Ruby, SQL
Software – AWS, Sharepoint, PowerBI,
Adobe Photoshop, Illustrator,
Dreamweaver, Git, GitHub, Qualtrics,
ConstantContact
Soft Skills – Public Speaking,
Leadership Development, Teacher
Training, Project Management

</td></tr>
</table>

Featured Experience:

Department of Navy
Sharepoint Program Specialist
April 2019 – Present
- Dedicated response to Workforce Relations and Compensations (WRAC) team within the Office of Civilian Human Resources (OCHR).
- Customized team pages, policy & guidance libraries, points of contact, and FAQs.
- Optimizing Sharepoint UI/UX experience for teams ranging in levels of seniority.
- Provide Metadata on Document Library content to restructure backend.

FDIC - Federal Deposit Insurance Corporation
DCP / Community Affairs Intern
May 2016 – October 2016
- Integrated Internship within Pathways Program.
- Prepared agenda for the Department of Consumer Protection (DCP) and/or partner meetings, schedule conference rooms, monitor follow-up action items.
- Analyzed existing policies through intranet archives, information and technical assistance to encourage up to 440 financial organizations and nonprofits to be responsive to the credit and banking needs of the communities they serve, including low- and moderate-income neighborhoods.
- Supported Community Affairs Specialists in regards to MoneySmart ® Programs for Community Development Financial Institutions (CDFIs) and their eligible dependents using Microsoft SharePoint.

The Wicket Club
Creative Lead
August 2012 – November 2015
- Developed various promotion and marketing solutions through Hubspot Inbound Marketing and ConstantContact through Sentiment Analysis
- Used Microsoft PowerBI to look into focus group data analytics and create Data Analysis Expressions (DAX) to research customer feedback
- Created a CMS-based website using Wix and Adobe Dreamweaver that appeals to consumers and sports-enthusiasts