



Javeria Hanif

Computer Science Student

PROFILE

An Ambitious Third-Year Software Engineering Student who is excited to join the work field.

EDUCATION

Bachelors of Science in Computer Science, Virginia Commonwealth University, May 2024

ACADEMIC PROJECTS

Xfig Tasks Project, Fundamentals of Software Engineering, VCU, Oct 2022-Dec 2022

Using AWS EC2 Instance, developed functions in xFig Graphics Editor in C.

Mail Client Project, Computer Systems, VCU, Oct 2022-Dec 2022

Implemented a menu driven email client in C that displayed the inbox, sorted emails in inbox by sender or ID, deleted emails by ID and searched emails by keyword.

TECHNICAL SKILLS

Java, C, AWS EC2, Linux, Windows, MacOS, Microsoft Office Suite, Google Suite, Adobe Acrobat Reader, Zoom, IT Customer Support

RELEVANT COURSEWORK

Introduction to Programming, Fundamentals of Software Engineering, Algorithm Analysis and Advanced Data Structures, Data Structures and Object Oriented Programming, Introduction to Discrete Structures, Introduction to Theory of Computation, Computer Systems, Computer Organization

EXPERIENCE

Office Assistant, VCU Health Sciences Pipeline Richmond, VA Jun 2022 - Present
Provide administrative and clerical support via Microsoft Excel, Google Docs, and troubleshoot issues, filing paperwork, handling client request, review invoices, and sort vendor lists via Real Source. Maintain a clean and professional work space and waiting area for faculty, staff, and students. Warmly welcoming 15-20 guests per shift, coordinate check ins, directing them to their appropriate destinations, and act as the point of contact for our office staff and the clients by managing the office front desk and main phone line, facilitating phone calls with clients, staff, and vendors, and distributing voicemails, mails, letters, faxes, form to the appropriate persons. Coordinate pick up and delivery of mail services, unpack and sort inventory, and stock supplies.

CONTACT

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