DONYA DAMI

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EDUCATION

New York University, College of Arts and Science, New York, NY ` May 2027

Bachelor of Science, Computer Science | Minors: Environmental Science, Web Development
- *Relevant coursework: **Web Development**, Data Structures, Quantitative Analysis, Calculus II, Environmental Anthropology*

EXPERIENCE

Website Design and Migration Intern, **NYC Climate Exchange,** New York, NY   June 2025 – Present
- Auditing the current Climate Exchange website and noting future ideas for accessibility, SEO, and natural flow of visual hierarchy
- Wireframing, designing, and constructing a plan of action for the migration of website content and plugins onto Squarespace software
- Migrating 30+ pages of content onto a fully functional, responsive website for the NYC Climate Exchange, while handling bugs through spot-coding HTML, CSS, and JavaScript
- Developing a handover package for the Communications team at The Exchange to further cement best practices and future additionals to the website

Project Assistant, **NYU Metro Center,** New York, NY   May 2025 – Present
- Support the Executive Director of NYU Metro Center with clerical, administrative, and academic ventures
- Perform website maintenance with spot-coding HTML, join and create personalized functions in Excel, navigate managerial software like Coda and Excel
- Handle 100+ documents utilizing NYU Box, Excel, and G-Suite
- Utilize platforms like Mailchimp and Canva to design 12+ new email and event campaigns for the upcoming school year

Director of Outreach, **Colorstack @ NYU,** New York, NY   Feb 2025 – Present
- Writing, styling, and publishing the monthly newsletter responsible for maintaining communication with all chapter members using MailChimp software
- Head of promoting events/sponsorship through the chapter's LinkedIn, socials, and NYU Engage, of theory in relation to marketing and outreach efforts**,** and of delegating tasks to Marketing and Event Coordinators respectively

Radio Intern, **Mamaroneck Public Radio,** Mamaroneck, NY   Sept 2023 – August 2024
- Managed over 150+ Google Drive documents ranging from audio clips to spreadsheets in organizing relevant content for use by editors, talent, and upper management during show production cycles
- Communicate with 25 total staff members in troubleshooting inquiries sent via email
- Developed creative and technical teams of multiple branches of the show network to enhance collaboration on at least 15 show scripts, 20+ recording sessions, and production meetings
- Monitored 35+ sets of microphones, headsets, and cables

Volunteer, **Larchmont Public Library,** Mamaroneck, NY   Nov 2022 – July 2023
- Cataloged literary content such as books and DVDs through Dewey Decimal system to better support experience fluency for average clientele of 100~ people per day and 5 librarians

General Employee/Cashier, **Saxon Woods Pool,** White Plains, NY   June 2022 - Aug. 2022
- Managed payment transactions with cash and credit of over 300+ clients per day

INVOLVEMENT

Fellow, **Rewriting the Code**   Jan. 2024 – Present
- Participated in networking events oriented towards engaging and furthering the involvement of women in STEM and women of color in the field of computer science

Director of Advocacy, **Lafayette Hall Council**   Sept. 2024 – Present
- Approved event budgets and operational finances for future programming, working with a committee of 12 people
- Hosted at least 1 DEI centered hall event a month

Fellow, **People of Color Union**   Sep 2022 - May 2023
- Ran educational and diversity-promoting book reading sessions at Mamaroneck district elementary schools (Chatsworth and Central School), interacting with classes of 20+ from 2nd-3rd grade

SKILLS

Technical: Python, HTML, CSS, JS, Java, SQL, XML, Google Workspace, Microsoft Office, Adobe Suite, Slack, Notion, Coda,, Concur, Canva, Hindenburg. Graphic Design, Archival Handling (amateur)
Languages: French (Fluent), Arabic (Conversational)

PROJECTS

- Website, Personal Portfolio: https://donya-dami.github.io/personal-website/html/projects.html
- Website, Blog Parody Created for the Show Invincible: https://donya-dami.github.io/invincible-blog/
- Coded SVG Personal Logo: https://donya-dami.github.io/personal-logo/
- Monthly Newsletter Template for ColorStack: https://us2.campaign-archive.com/?u=e0bec86acdec67bf71273e6e7&id=a2d53d99ef