DANA SEIDAKHMETOVA

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Fully Work Authorized | No Visa Sponsorship Required
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SUMMARY

Self-motivated and highly reliable student of Information Technology. Passionate about computer science, programming, and computer networks, systems, and servers. Successful experience teaching a broad range of computer skills to undergraduates pursuing a computer science degree. Fluent in English, Russian and Kazakh.

TECHNICAL SKILLS

Programming Languages: JavaScript (React), HTML/CSS, Node JS/Express JS, C
Databases: MongoDB, My SQL
Software: Adobe InDesign, CorelDraw, Visual Studio Code
GitHub: https://github.com/dseydahmetova
Tableau: https://public.tableau.com/app/profile/dana.seidakhmetova

SOFT SKILLS

6 years of experience in various client facing and team work oriented roles in service sector across technical and interpersonal domains has instilled teamwork, flexibility, client satisfaction, attention to detail, ability to be a self-starter, priority management and focus on delivery in me.

RELEVANT EXPERIENCE

11/2013-
10/2016

Editor - Data Integrity and Design
Jurist (Major Publishing House), Almaty, Kazakhstan
Assisted product and content teams with special projects. Received manuscript length submissions of legal literature regarding Tax Code and worked with authors to finalize the book: programmatically identifying amendments, correcting and making changes to the text and creating book cover design using InDesign, while following each step of book publishing process to ensure timely delivery.
Impact was 15% increase in sales within three months.

09/2013 -
11/2013

IT Instructor (Contract)
Polytechnic College, Shymkent, Kazakhstan
Taught six groups of 25+ students pursuing computer science degrees subjects such as: informatics, automation and administration, electronic computer, graphics and design. Provided training of qualified personnel to technical vocational education in the field. Created interactive learning experience for students. Contributed to the implementation of online Intranet system in the educational process.

EDUCATION

03/2013

Al-Farabi Kazakh National University, Almaty, Kazakhstan
Bachelor and Master of Technology in Information Systems (GPA 3.84)
Additional Courses: *Object Oriented Web-Design Patterns, Model-View-Controller Architecture with JavaScript, KazNU*

Exchange Program –
Polytechnic University, Lublin, Poland - 2012
Certifications in: *Web Accessibility and Software Application Usability (International Seminars of Computer Science)*
La Sapienza University, Rome, Italy - 2013
Certifications in: *Network Security, Artificial Intelligence*

CERTIFICATIONS

04/2023   **PerScholas:** *Software Engineering*

09/2020   **Code The Dream Bootcamp:** *Front-End Development*

11/2019   **Hostos Community College of the City University of New York:** *IT Essentials*

12/2018   **The Cooper Union Albert Nerken School of Engineering:** *Linux (UNIX) Administration; Android Software Development*

ADDITIONAL EXPERIENCE

11/2021 –
07/2022

Laboratory Technician
Mirimus,Inc. Brooklyn, NY
- Worked as a lab technician in high-volume medical testing laboratory. Operated, maintained, and cleaned diagnostic equipment and tested patient samples.
- Used LIMS to track and manage 50+ patient samples per day. Made full use of workflow automation features to boost efficiency by 25%.

02/2021 –
02/2022

Specimen Accessioner
Empire City Laboratories, *Brooklyn, NY*
- Responsible for accurate processing of patient specimens including receipt and data entry into the Laboratory Information System.
- Ensured proper and complete patient identification on requisitions and specimen labels.

12/2018 –
08/2019

Cashier, Sales Representative
N&F *Global*, *New York, NY*
- Handled all ordering and stocking for supplies. Held register mistakes close to zero.
- Assisted clients and answered question.

08/2019 –
9/2022

Assistant manager
N&F *Global*, *New York, NY*
- Managed a team of 10 employees. Delegated tasks among them based on skill level. Effectively communicated information to store crew and supervisors in an open and timely manner.
- Trained 12 new employees to become customer service representatives.

09/2017 –
02/2019

Hostess and Cashier
Café Luka, New York, NY
- Waited tables in a busy restaurant. Maintained 90% positive customer comment scores. Assisted with creating waitstaff schedule.
- Complimented for great personality, work ethic, and solid hustle. Recognized for organizational skills