

# SuzetteIslam

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## SKILLS

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- Javascript, HTML, CSS, Node.js, React, PostgreSQL

## PROJECTS

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### WanderFull

A social media web application where users can track locations they have traveled to with photo posts of landscape and food.

- Developed the front-end for landing page, implemented feed page and created components to update and remove posts.

### Memespace

A search engine for memes where users are able to make posts with their meme of choice and have it saved to a local database.

- Curated the front-end portion of the application. With DOM manipulation, I was able to create a global style that was used across all routes aside from the landing page.

### 21 Game

A web Black Jack game built using the Deck Of Cards API that allows users to play against the computer. The App allows users to draw cards, hit or stay, draws cards for the computer, whoever's score is closest to 21 wins.

- Created an interactive web game using HTML for the initial framework, CSS for styling and Javascript to make API calls for a deck of cards and overall game functionality.

## EXPERIENCE

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### **Cardiovascular Solutions**

**New York, NY**

*Administrative Assistant*

*November 2019 - Present*

- Ensure patients have access to transportation to appointments.
- Update necessary paperwork and ensure that the medical system is up to date so patients can be treated accordingly.
- Provided administrative and clerical service to the medical team as needed daily.

### **Democracy Prep Endurance High School**

**New York, NY**

*Receptionist*

*August 2018 - July 2019*

- Maintained systems and processes for information collection and tracking, including scholar attendance, behavior alongside other achievements/infractions.
- Scheduled meetings and appointments between leadership team and stakeholders.
- Managed several projects simultaneously in a fast paced environment while paying attention to detail.
- Collected confidential scholar documents and input vital details into student information systems.
- Provided administrative and clerical service to leadership team as needed

### **Archcare at Home**

**Bronx, NY**

*Medical Care Coordinator*

*December 2016 - July 2018*

- Gathered medical and non-medical information pertaining to a caseload of 40+ clients.
- Developed a plan of care in collaboration with multiple stakeholders that contribute to clients overall medical adherence such as doctors, financial advisors and housing counselors.
- Evaluated goals, improvements and achievements in plan of care.
- Scheduled client visits with 1-day call reminder - completing 3-4 home visits per day.

## EDUCATION

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### **Pursuit**

12-month Full Stack Web intensive coding fellowship with a 9% acceptance rate.

**Long Island City, NY**

*June 2019 - Present*

### **Binghamton University**

Bachelors of Science in Human Development

**Binghamton, NY**

*July 2012 - May 2016*