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Mahmudul Alam

Phone: (347-748-3492)

Hunter College, The City University of New York

Degree: Bachelor of Science

Major: Computer Science

SUNY North Bronx: Certified in Microsoft Office, PowerPoint & Excel

Expected Graduation: May 2020

GPA:3.7

Completed: August 2016

EXPERIENCE

New York City Department of Education

February 2017 – August 2017

College Bridge for All (College Coach)

- Assisted high school seniors with necessary paperwork and matriculation steps involving in enroll in college
- Maintained regular contract with graduating seniors through spring and summer by phone, social media and in person
- Took students to college campuses, whenever necessary and possible
- Participated regularly and enthusiastically in coach community, including but not limited to tanning and hub meetings

Dunkin Donuts

December 2014 – July 2016

Assistant Manager

- Developed Strong interpersonal skills and the ability to work with employees and outside partners at all levels of the organization.
- Worked on a flexible schedule when needed due to absence of an employee
- Assist the Store Manager in the interviewing, hiring, training, and maintaining records of all new employees using approved HR guidelines.
- Monitored performance/customer service of employees
- Managed the sales floor during peak hours of operation to ensure courteous, accurate and efficient service

Summer Youth Enrollment Program

August 2014 – November 2014

Assistant Teacher

- Interacted with different kind of students from with different ethnic background
- Created lesson plane on daily basis according to the syllabus and class need
- Cooperated with other teachers and participated in meetings

ACTIVITIES

Bangladeshi Student Association at High School of Language & Innovation

December 2013 – May 2015

Co-founder

- Coordinate series of events with faculty and students each semester relating to national and ethnic holiday
- Launched a program to create a friendly environment for the students in the building
- Developed a strategic plan for the club to differentiate itself form other clubs in school

Portrait & Landscape Photographer

January 2014 – December 2016

Experienced with Photoshop cs6

Business and Economic Club and ASCEND

September 2016 – May 2017

Member

SKILLS & INTERESTS

Languages: Bangla

Technical Skills: Photoshop cs6, Expert in all Microsoft Applications, WordPress, C++, Python, 3ds Max

Interests: Guitar, Swimming, Bicycling, Playing cricket, Photography, Political debate, Philosophy