Fizah Fahad

973-527-1339 • Hackettstown, NJ 07840 • fizahfahad30@gmail.com

Education

New Jersey Institute of Technology   Newark, NJ

Bachelor of Science: Human-Computer Interaction | Master of Science: Computer Science

- Expected Graduation Date: May 2025

Mount Olive High School   Mount Olive, NJ

- Graduation Date: July 2020 | GPA: 4.0

Work Experience

Skylands Dental   August 2020 – Present

Office Assistant   Hackettstown, NJ

- Schedule new and existing patients for appointments and complete COVID-19 questionnaire with them
- Organize patient information, medical charts, and official documents
- Communicate with patients over the phone regarding office policies and procedures

Honors

National English Honor Society   May 2019 - July 2020

President   Mount Olive, NJ

- Coordinated a 5-person executive officer team
- Led 90 members and conducted bi-monthly meetings throughout the year
- Planned and coordinated events for Honor Society and community members

Activities

Computer Science Women Mentoring Women Program   September 2020 - Present

- Leverage Women Mentoring Women Program to further position as a woman in technology and gain a better understanding of the computer science field

Mount Olive in Color   June 2020 - Present

- Co-founded an organization with 6 community members to address racism in the community
- Collected and anonymously shared experiences of over 50 community members who experienced racism and discrimination
- Researched anti-racist curriculum for the creation of a petition to enact such curriculum in the local education system
- Planning events that are inclusive to all races and ethnicities, designed to create a bond within the community

Mount Olive Community Fellowship   June 2019 - September 2019

- Coordinated environmental track which planted and harvested 2 plots within a community garden
- Produced and harvested 10lbs of vegetables throughout the summer to donate to a local food pantry
- Led community garden volunteer events during which community members were taught proper gardening techniques

Skills

Proficient HTML and CSS | Proficient in Microsoft Suite | Proficient in Google Suite | Conversational French | Slack | Cisco WebEx | GitHub |