

FARDIN KHAN

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EDUCATION

Fordham University

Bachelor of Science in Computer Science

Bronx, NY

Expected May 2026

Related Courses: Data Communications, Database, Discrete Mathematics, Cybersecurity, Cyber Networks, System Analysis

Brooklyn Technical High School

High School Diploma in Architecture

Brooklyn, NY

June 2022

Related Courses: AP Computer Science, Architecture

EXPERIENCE

Liberty Tax

Office Assistant & Data Entry Support

Bronx, NY

Jan 2024 – Present

- Entered and managed sensitive financial data with accuracy and efficiency.
- Supported office operations, including scheduling and record management.
- Provided customer service to clients in person and over the phone.

Fordham University Athletic Department Office Assistant

Fordham University Athletic Department

Bronx, NY

Jan 2023 – Present

- Serve as the first point of contact for inquiries, providing courteous customer and employee service via phone and email.
- Facilitate the submission and tracking of financial transactions through Chrome River/Fin-pay.
- Support various administrative tasks, including data entry, record management, and file organization.

Behavioral Technician

KidsFirst

Queens, NY

Mar 2024 – May 2024

- Worked closely with children with special needs, to support the development of communication, and behavioral skills
- Managed and coordinated daily schedules to ensure the timely execution of therapeutic activities
- Documented progress through detailed data entry and prepared reports for team meetings

CERTIFICATIONS

CourseEra

- AutoCAD
- U.S. Federal Taxation Specialization Certificate
- Core Java

Brooklyn Technical High School

University of Illinois Urbana-Champaign

Learn Quest

TECHNICAL SKILLS

Languages: C++, CSS, HTML, JavaScript, Python, SQL

DevOps/Tools: Git, GitHub, GitHub Actions, VS Code

Productivity Software: Google Docs, Sheets, Slides, Microsoft Word, Excel, PowerPoint

Financial Systems: Chrome River/Fin-pay

Language Skills: Bangla, Urdu, Hindi

PROJECTS

Personal Website: <https://fkhan67.github.io/fardin-portfolio/#portfolio>

- Personal website about myself, and my resume
- Used HTML5, CSS3, JavaScript, PHP, and to create the code for the site

Website: <https://storm.cis.fordham.edu/~fkhan67/form.html>

- A beginner-level HTML website that asks for personal information in a form
- Used Mac Terminal as a Unix Shell on a host setup server and created the file using HTML

GitHub: <https://github.com/fkhan67/cisc3300>

- Class assignments that demonstrate the use of GitHub and multiple coding languages