

Rizwana Ahmed

- <https://www.linkedin.com/in/rizwana-ahmed-869540187/>
- <https://github.com/Rizwanaahmed10>

Bellerose, NY
(347) 530-8522
rizahm95@gmail.com

EDUCATION

Queens College(CUNY), Flushing, NY-Undergrad

Expected graduation: December 2020

Bachelor of Arts in Computer Science

G.P.A: 3.5

EXPERIENCE

CUNY Tutor Corps, Flushing, NY — College Assistant

February 2020 - PRESENT

- Help students understand certain concepts in Math related to topics like Algebra, Geometry, Calculus in a public classroom setting, and also in a 1:1 session.
- Attend monthly training and career development workshops.
- Talk about our experiences working in the program as a tutor during recruitment season.

Queens College Library, Flushing, NY — IT Intern

July 2019 - August 2019

- Used Microsoft Excel to correct past 13 years of invalid data entries.
- Learned, implemented and generated reports in SAS imported by Excel.
- Created a website for official use using WordPress.
- Downloaded and installed MAMP, and then used OpenLab C-Box to test if the website created using WordPress is working as per the requirements.
- Made a report on what kind of glitches I faced while installing and the software.

Queens Library Job and Business Academy, Jamaica, NY — CUNY Intern

August 2018 - April 2019

- Performed different administrative tasks, such as made powerpoint presentations for the financial literacy instructors, assisted customers at the front desk with basic computer skills, attended phone calls to answer any customer inquiries regarding Job and Business Academy programs.
- Participated in official meetings by providing useful feedback to the team such as which programs should be offered to meet customer demand and created a summary of the key points discussed during the session, which helped to keep track of the progress.

SKILLS

Programming Languages
(Proficient): •Java •C++ •SQL

Working knowledge: •HTML
•CSS •JavaScript •SAS •MAMP
•OpenLab C-Box •WordPress
•Android Application

Other Skills: •Oracle •Microsoft
Excel, Powerpoint, Word •Google
Drive •Event Organization •Internet
Research •Leadership

AWARDS

•National Society of Leadership
and Success •The National Society
of Collegiate Scholar •Alumni of
Excellence •Dean's List

LANGUAGES

Bengali, Hindi, Urdu