

Jamel Williams

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EXPERIENCE

DOE Tech Support Intern, Brooklyn Preparatory High School, 257 N 6th St, Brooklyn, NY 11211— Intern

Aug 2022 - Aug 2024

- Assess and identify basic technology needs and maintain technology equipment inventory
- Assist in the setup of new computer equipment in classrooms and offices, and install software
- Troubleshoot hardware and software problems in conjunction with DOE Help Center and borough technology staff
- Coordinate with MOUSE Squad, if applicable
- Configure wireless devices to access DOE network

Queens College SEEK PROGRAM, 6530 Kissena Blvd, Flushing, NY 11367— Intern

Jan 2020 - June 2020

responsible for assisting the staff with general office duties, including, but not limited to, research, data entry, filing, and general coordination. Assist in managing the flow of paperwork. Assist and facilitate staff as necessary. I am also working on a video documentary about the seek program's history.

Ramed Studios, 92-22 Guy R. Brewer Blvd, 2nd floor, Jamaica, NY 11433 — Marketing Associate Intern

June 2019 - August 2019

Managing daily administrative tasks to ensure the Marketing department runs smoothly. Conducting market research to identify new revenue opportunities. Gathering and analyzing consumer behavior data

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EDUCATION

New York City College of Technology, 300 Jay St, Brooklyn, NY 11201— Student

Sep 2020 - Present
Major: Computer Systems

SKILLS

- PROBLEM-SOLVING SKILLS
- LEADERSHIP/PLANNING TECH SUPPORT
- SOFTWARE DEVELOPMENT: HTML, PYTHON, JAVA, JAVASCRIPT, SQL
- Microsoft Word, Excel, and PowerPoint
- ORGANIZATION
- COMMUNICATION

ACTIVITIES

CIRE research program - Researcher

September 2024 - December 2024

- Completed research and presented a project on computer networking

Student Government - Student Outreach

May 2019- Aug 2020

- Promote events to other students
- Provide first-year students with information on joining

National Honor Society - Student Outreach

March 2018 - Aug 2020

- Help organize events based on student interest

