Joshua Kaisar

32 Raritan Ave, South River, 08882, (201) 844 1902, jk259@njit.edu

EDUCATION

Sep 2020 — May 2023

Bachelors of Science Information Technology, New Jersey Institute of Technology

Newark

Major GPA: 3.6

PROGRAMMING TECHNOLOGIES

Python (Advanced)

Java (Intermediate)

HTML (Intermediate)

CSS (Intermediate)

NodeJS (Beginner)

RELEVANT COURSEWORK

Web Design

E-Commercial Technology

Networking Technology

WORK EXPERIENCE

Sep 2019 — May 2020

St. John's University Office of Residence Life Representative

Borough of Queens

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained one other representative during my tenure
- Assisted the university residence with their various issues
- Maintain utmost discretion when dealing with sensitive topics
- Manage student meal plans and expense reports for each student
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Opened and distributed incoming packages and mail for all the university Residence Assistants

Jun 2021 — Present

NJIT Information Technology Help Desk

Newark

- Assisted the university faculty and staff with their various technology-based issues
- Assignment and prepared equipment on a per request basis
- Dispatches support teams to respective classrooms
- Troubleshoots various technological issues inside and outsides of university classrooms and lecture halls
- Filed, copied, and scanned all NJIT MTSS invoices and uploaded them to the designated filing system

May 2021 — Aug 2021

NJIT Residence Life Desk Attendant

Newark

- Opened and distributed incoming packages and mail for all the university Residence Assistants
- Assisted university residence with various issues as well as relayed and record all issues for the current desk manager and office assistant

PROJECTS

Jan 2021 — Present

Cova

- A part of the development team of Cova using NodeJS and React
- An application targeted towards young children in the Coptic religion
- Functions of Cova: Provides interactive lessons in teaching the Coptic language letters as well as word pronunciation
- Attended biweekly board meeting to discuss the app progression and necessary improvements

REFERENCES

References available upon request