**Khadija Khalek**

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**SUMMARY**

Reliable and creative college junior seeking an intern position to gain experience and enhance my educational and professional skills in a stable and dynamic workplace

**SKILLS**

Microsoft Office Python CIMS Research & Analysis Skills Problem Solving Skills

**EXPERIENCE**

**ComEd, Oakbrook Terrace, IL Grid Analytics Intern June 2022-August 2022**

* Revised Asset Data Quality (ADQ) Electronic Service Station (ESS)
* Assisted in storm analysis by researching information on other utilities
* Created target reports by extracting data to determine the three-year average by month for each of the wards
* Intern Group Project: I presented the projects I worked on throughout the summer and proposed ideas for the lightbulb strategy

**ComEd, Oakbrook Terrace, IL Operation Distribution Intern June 2021-August 2021**

* Reviewed and closed work orders and service requests for the team
* Reviewed and recorded backlogged TPA applications and structural analysis via O-Calc
* Created a dashboard to track completed number of poles and applications
* Intern Group Project: My team and I presented the projects we worked on throughout the summer and proposed ideas for the lightbulb strategy

**ComEd, Oakbrook Terrace, IL Governmental Affairs Intern June 2020-August 2020**

* Updated daily reports for COVID testing sites
* Attended meetings and gathered information on various projects
* Data entry and updates in MS Excel
* Created job aids for the team’s processes and procedures
* Updated MS Access database to meet business needs
* Intern Group Project: My team and I proposed an idea on how to make it easier to track and work with large customers

**EDUCATION**

**Bachelor of Science in Computer Engineering**

Expected Graduation: December 2023

Lewis University, Romeoville, IL

**High School Diploma**

Bolingbrook High School, Keystone High School, Bolingbrook, IL May 2019

**Memorization of the Quran**

Masjid Darussalam, Masjid Al-Jumu’ah, Lombard, IL Bolingbrook, IL April 2016

**1 Year Arabic & Islamic Studies Program**

Masjid Darussalam, Lombard, IL May 2018