Karishma Saini

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in linkedin.com/in/karishma-saini

💼 PROFESSIONAL EXPERIENCE

Financial Information Systems, Pace University
Graduate Assistant
May 2018 – May 2020 | Valhalla, USA

- Constructed, updated, and maintained user guides, training and SOPs (Standard Operating Procedure) documentation for company's operating systems, software, and tools.
- Monitored all web content, fixed technical errors, ensured smooth functioning of Pace University website with HTML and CSS under Drupal CMS.
- Knowledge of remote desktop connections, peer to peer file sharing and other applications associated with remote IT assistance.
- Responsible for handling clients' requests using the help desk ticketing system and phone calls

Information Technology Support, Pace University
ITS Desk Assistant
September 2015 – May 2018

- Provide technical support for 10-12 students, faculty or staff.
- Evaluate equipment in order to access technical issues such as connection with the WiFi or/and printers.

kHink.com
Web Developer Intern
May 2017 – July 2017 | Bronx, USA

- Responsible for developing a website using the content management system to showcase the company's products to increase sales.
- Created additional pages for the website to enhance visitors' experiences.

GenCyber
Computer Lab Intern
June 2016 – July 2016 | Pleasantvilla, USA

- Set up and supported a learning lab for the Raspberry Pi for teachers to use for their labs.
- These labs encouraged teachers to use Raspberry Pi for their academic curriculum.

🎓 EDUCATION

Pace University, Seidenberg School of Computer Science and Information Systems
Master of Science (MS) in Information Technology | Concentration: Cybersecurity
2018 – 2020

Pace University, Seidenberg School of Computer Science and Information Systems
Bachelor of Science: Computer Science
2014 – 2018 | Pleasantville, USA

🧠 SKILLS

Front-end
HTML, CSS, JavaScript, React.js

Content Management Systems
Drupal, Shopify, Wix, and Wordpress

Back-end
Express, Node.js, SQL, PHP, Postgres, Mongodb

Version Control
Git/GitHub, BitBucket, SourceTree

Microsoft Suite
Word, Excel, PowerPoint, OneDrive, OutLook and Visio

Software Tools
inVision Studio

🏅 AWARDS

Alpha Chi

Golden Key International Honour Society

Dean's list

Alpha Lambda Delta

Lambda Sigma