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
Sep 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.

kHinky.com
Web Developer Intern
May 2017 – Jul 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
Jun 2016 – Jul 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, Semantic UI, Bootstrap 4, Tachyons

Content Management Systems
Drupal, Shopify, Wix, Wordpress

Back-end
Express, Node.js, SQL, PHP,Postgresql,Mongo DB

Version Control
Git/GitHub, BitBucket, SourceTree

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

Software Tools
inVision Studio, Vision Studio Code Editor, Sublime Editor, Adobe Captivate

Awards

Alpha Chi

Golden Key International Honour Society

Dean's list

Alpha Lambda Delta

Lambda Sigma