**Karishma Saini**

Yonkers, NY, 10710| ksaini7595@gmail.com| (914)-433-7691 |[LinkedIn](https://www.linkedin.com/in/karishma-saini/) | [Github](https://github.com/ksaini75)

**EXPERIENCE**

**Payroll Department – Pace University Valhalla, NY**

Payroll System Specialist May 2020 – Present

* Recommends or participates in the development of new procedures and policies related to payroll system operations utilizing knowledge of University, State and Federal policies and regulations
* Responsible for modeling and documenting process flows and maintain system configuration data.

**Financial Information Systems-Pace UniversityValhalla, NY**

Graduate AssistantMay 2018 – May 2020

* 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.
* Assisted in development and maintenance of an API for integration with PHP and SQL.
* Responsible for handling clients' requests using the help desk ticketing system and phone calls

**Information Technology Support – Pace University Pleasantville, NY**

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.

**Internship – kHinky.com Bronx, NY**

Web Developer May 2017 – Jul 2017

* 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.
* Created image links and ensures that links are up to date; updates information on the pages so that content is current.
* Used Content Management Systems, Wix and Shopify platform to provide responsive webpages for customers.

**TECHNICAL SKILLS**

Computing Skills: JavaScript ,HTML, CSS, React, SQL, PHP Mongo DB, Node, Express, Bootstrap 4, Semantic UI, Material UI, Tachyons

Version Control: Git, Github, BitBucket, SourceTree

Operating Systems: Windows, UNIX, Linux

Software Tools: Chrome Developer Tools, InVision Studio, Visual Code Studio Editor, NPM (Node Package Manager) Tool, Adobe Captivate, Adobe XD, Drupal, Wix, Shopify, Wordpress, Word, PowerPoint, Outlook, Visio, Excel

**PROJECTS**

**JV Automation September 2018 – May 2020**

* Develop and implement Admin pages for the Journal Voucher web application using PHP, HTML, CSS and JavaScript.
* Webpages allow admin users to add and to remove roles for JV users.
* Admin has the ability to upload Excel files which contains the user's access to specific index(s) in the system. Work with Relational Databases such as MySQL, Oracle and SQL Server

**Paws and Breathe September 2017 – January 2018**

* Developed and implemented an iOS application for nursing students to handle stress during exams.
* The application provides video demos for deep breathing exercises for users to reduce any stress or anxiety. Created users stories to demonstrate user's role for the application.
* Developed documentation, and flow charts to display the user interaction with the application. Maintaining Scrum discipline, focus & delivering tasks in a timely manner as per Sprint plans

**EDUCATION**

**Pace University, Seidenberg School of Computer Science and Information Systems New York, NY**

Master of Science in Information Technology | Concentration: Cybersecurity May 2020

GPA: 3.51

**Pace University, Seidenberg School of Computer Science and Information Systems New York, NY**

Bachelor of Science in Computer Science | Minor : FinanceMay 2018