

Mokhinur Khakimova

☎ (+1) 602-723-6048 | ✉ mokhinurkh6@gmail.com | 🌐 mokhinur-khakimova-994792356

Objective

- Hardworking, reliable, and focused on going above and beyond to support the team and help others. Motivated to learn and grow as a professional. Energetic, detail-oriented, and team player.

San Jacinto College

A.S. IN ENGINEERING | GPA 3.80

Houston, TX

Aug 2025 – Current

San Jacinto College

A.S. IN COMPUTER SCIENCE

Houston, TX

Jan 2025 – May 2025

Phoenix College

A.A.S. IN INFORMATION TECHNOLOGY | GPA 4.00

Phoenix, AZ

Aug 2022 – Dec 2023

Skills

- Data Management Tools:** Python, C++, HTML, CSS, Microsoft Excel, Google Analytics, Loomly
- Project Management and Collaboration Tools:** Microsoft Suite, Google Suite, Notion
- Creative and Design Tools:** Canva, Adobe Photoshop, iMovie, Inshot, CapCut
- Languages:** English, Russian, Uzbek, Turkish

Work Experience

San Jacinto College Chemistry Department

CHEMISTRY LAB ASSISTANT

Houston, TX

Aug 2024 – Present

- Prepared lab equipment and materials for **20–30 weekly lab sections**, supporting **1000+ students**.
- Assisted students during experiments by guiding through experimentation steps, troubleshooting equipment and enforcing safety protocols.
- Maintained lab organization and cleanup, contributing to **zero safety incidents**.

San Jacinto College Café

CASHIER

Houston, TX

Mar 2024 – May 2024

- Processed **50+ customer transactions per shift** in a fast-paced campus café.
- Handled cash and all card operations with **100% register accuracy**.
- Supported cafe opening, taking orders, and closing operations to keep service running smoothly.

Phoenix College

ADMISSIONS RECORDS ASSISTANT

Phoenix, AZ

Nov 2022 – Dec 2023

- Processed and verified **hundreds of student transcripts** for admissions evaluation.
- Assisted **20–30 students daily** with enrollment, accounts, and documentation issues.
- Collaborated with records staff to ensure timely and accurate admissions processing.

Private Company

ASSISTANT ACCOUNTANT

Tashkent, Uzbekistan

Sep 2021 – Aug 2022

- Worked closely with senior accountants to support **100+ financial operations per day** related to international business transactions.
- Organized accounting and regulatory documents to support audits and reporting.
- Prepared and issued invoices for shipped products, ensuring accuracy and compliance with company procedures.
- Collected and organized financial and regulatory documents from medical representatives for accounting and audit purposes.

Leadership Experience

Regional Officer

PHI THETA KAPPA DISTRICT IV

District IV

2025 – 2026

- Elected as **District IV Regional Officer**, hosting and planning regional events while supporting chapter initiatives across multiple chapters in the district.
- Delivered speeches, facilitated collaboration between chapters, and actively participated in chapter activities, district meetings, and leadership programming.
- Invited as a **Guest Speaker** for the Alpha Lambda Xi Chapter Fall Induction Ceremony (Fall 2025), delivering an inspirational message aligned with PTK values.

Public Relations Officer | Treasurer | Vice President of Fellowship

PHI THETA KAPPA (PTK), ALPHA GAMMA ZETA CHAPTER

San Jacinto College

May 2024 – Present

- Served as **Public Relations Officer** (May 2024 – May 2025), managing chapter outreach through social media campaigns, promotional flyer design, and event photography to promote PTK activities and keep members and the campus community informed.
- Assumed the role of **Treasurer** (Fall 2024 – Spring 2025) when the college mandated that each student organization maintain a designated treasurer, ensuring financial continuity and organizational compliance.
- Currently serving as **Vice President of Fellowship** (May 2025 – Present), planning and organizing fellowship events in collaboration with advisors and officers to strengthen member engagement and chapter connections.
- Acted as an officer presenter at **PTK Induction Ceremonies** (Fall 2024 & Spring 2025), welcoming guests, calling inductee names, and celebrating new members.

Vice President MU ALPHA THETA (MATHEMATICS HONOR SOCIETY) • Supported student members in understanding challenging mathematics concepts through peer tutoring, guided study sessions, and academic workshops. • Organized tutoring sessions and monthly guest speaker events with university and college professors.	<i>San Jacinto College</i> <i>Spring 2025</i>
Workshop Co-Presenter PHI THETA KAPPA DISTRICT IV FALL WORKSHOP • Co-designed and delivered an Effective Communication workshop for chapter officers, focusing on collaboration and leadership alignment. • Engaged participants through guided discussion and practical scenarios.	<i>District IV</i> <i>November 2024</i>
Conference Participant & Chapter Support TEXAS LEADERSHIP CONFERENCE • Supported and helped deliver the chapter workshop “ <i>Leadership with Heart: Principles of Servant Leadership</i> ,” contributing to preparation and audience engagement.	<i>Tyler Junior College</i> <i>October 2024</i>

Community Engagement & Volunteering

Homeless Support Services — Honors in Action Project RESEARCH & COMMUNITY ENGAGEMENT • Worked with 5+ chapter officers to research local shelters and learn about homelessness from real experiences. • Shared findings with hundreds of students through a service-learning project focused on awareness.	<i>San Jacinto College</i> <i>Sep 2024 – May 2025</i>
Student Support Podcast Project PODCAST LAUNCH & CONTENT SUPPORT • Helped launch a student-support podcast with academic advisors covering 100+ common student questions . • Assisted with organizing content and publishing multiple episodes on YouTube.	<i>San Jacinto College</i> <i>Dec 2024 – Mar 2025</i>
Halloween Fall Festival FUNDRAISING & EVENT VOLUNTEER • Helped run fundraising and event activities for a campus festival with 2000+ attendees . • Supported event setup and assisted guests to ensure a smooth experience.	<i>San Jacinto College</i> <i>October 2024</i>
San Jac STEM Expo STEM OUTREACH VOLUNTEER • Assisted 50+ students and families with hands-on STEM activities and demonstrations. • Answered questions and explained basic STEM concepts in a clear, friendly way.	<i>San Jacinto College</i> <i>Apr 2025</i>
New Matters & Miracle Time COMMUNITY VOLUNTEER • Volunteered for 3+ years helping children and families through food and hygiene distribution. • Helped run activities and supported children with building early reading and writing skills.	<i>Nonprofit Organizations</i> <i>July 2017 – December 2020</i>

Research Projects

RICE University Programming & Algorithmic Problem-Solving Coursework COMP 140: COMPUTATIONAL THINKING • Selected for a competitive program and awarded a tuition-free placement in Rice University’s introductory CS course. • Converted 15 written problem statements into working Python programs by defining inputs, outputs, and algorithmic steps. • Implemented solutions using conditionals, loops, functions, recursion, and lists. • Improved code correctness and readability through systematic testing, debugging, and reviewing code written by others.	<i>Rice University (CLEAR Program)</i> <i>Summer 2025</i>
Programming Fundamentals II — Game Development Project MINESWEEPER PUZZLE GAME • Built a fully playable 9×9 Minesweeper game with randomly generated mine placement and rule-based gameplay. • Implemented core logic including neighbor-mine counting, recursive empty-cell reveals, and win/lose detection. • Designed an interactive user interface supporting cell revealing and mine marking. • Delivered complete source code, executable, and design documentation following a structured software development process.	<i>San Jacinto College</i> <i>Fall 2025</i>
Engineering Project AUTONOMOUS SMART TOY FOR DOGS • Designed and built an autonomous, interactive smart toy that enables remote engagement with pets through motion, video, and sound. • Integrated hardware and software using an ESP32-CAM , motors, audio components, and a Python backend with a web interface . • Presented a working prototype at a college research symposium, earning 2nd place and submitted an application to present at NCUR 2026 .	<i>San Jacinto College</i> <i>Fall 2025</i>

Physics Simulation Project (PHYS 2326)

San Jacinto College

SIMULATING ELECTROSTATIC AND GRAVITATIONAL FORCES

Fall 2024

- Co-developed a Python simulation computing net forces between two particles using **Newton’s Law of Gravitation** and **Coulomb’s Law**.
- Enabled user-defined inputs for mass, charge, and distance, dynamically calculating and visualizing force vectors.
- Demonstrated **20+ orders of magnitude** strength difference between electrostatic and gravitational forces through visualization.
- Contributed to technical research and analysis connecting classical physics equations to modern theoretical frameworks.

HIST 1301 — U.S. History I Research Paper

San Jacinto College

CADDO POTTERY: CULTURAL MEANING AND REPRESENTATION

Fall 2024

- Researched Caddo pottery from the **15th–18th centuries**, analyzing symbolism, craftsmanship, and cultural meaning.
- Examined construction techniques and visual motifs to interpret Caddo values related to nature and the cycle of life.
- Critically evaluated modern museum displays, identifying gaps in cultural context and proposing more accurate representation practices.

PHIL 1301 — Epistemology Presentation

San Jacinto College

RATIONALISM VS. EMPIRICISM

Fall 2024

- Delivered a structured presentation comparing rationalism and empiricism through Descartes’ and Locke’s theories of knowledge.
- Explained key concepts including innate ideas, sensory experience, and the method of doubt using historical texts.
- Connected philosophical frameworks to modern approaches to reasoning, evidence, and belief formation.

Achievements & Awards

1. **Undergraduate Research Symposium, San Jacinto College** (December 2025) — Presented an Honors Engineering project on an autonomous, interactive toy designed to reduce canine stress using sensors, movement, and sound; earned **second place**.
2. **Walter B. Cooper Scholarship** (October 2025) — Received a competitive scholarship recognizing academic excellence and leadership (\$300).
3. **Honors Scholarship, San Jacinto College** (Fall 2024 – Present) — Awarded an Honors Department scholarship each semester as an Honors student, supporting continued academic excellence and leadership involvement.
4. **Undergraduate Research Symposium, San Jacinto College** (November 2024) — Presented research papers from History and Philosophy courses.
5. **Wynell Phelps Scholarship** (July 2024) — Awarded a competitive scholarship for two semesters based on academic achievement (\$1,500).
6. **Dean’s Honor List, San Jacinto College** (Spring 2024 – Present) — Recognized for consistent academic excellence while balancing leadership roles and campus involvement.
7. **Maricopa Scholarship, Phoenix College** (2023) — Awarded a \$1,500 merit-based scholarship for one semester.
8. **URSA Student Leadership Award** (Fall 2022 – Fall 2023) — Recognized for outstanding leadership and significant contributions to student life for three consecutive semesters at Phoenix College.
9. **Certificate of Active Participation — “We Are Together” Forum** (2020) — Recognized for active participation and service at a charity event supporting children with disabilities.
10. **School Olympiads (Mathematics)** (2018 – 2019) — Achieved **4th place** in a group mathematics competition during high school.