

# Maheen Russell

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## EDUCATION

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### New York University

B.A. in Computer Science and Data Science (Joint Major)

GPA: 3.7

**Related Coursework:** Introduction to Computer Science, Principles of Data Science, Data Structures & Algorithms, Discrete Mathematics, Linear Algebra

New York, New York

May 2027

## EXPERIENCE

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### Dunkin Donuts

*Branch Finances Management*

New York, New York

March 2021 – Present

- Responsible for consolidation and overview analysis of weekly, monthly, and yearly financial reports for franchisee in Excel
- Daily reconciliation of 100+ sales reports of customer transactions in Oracle
- Construct weekly employee schedules and organizing office materials

### The Bronx High School of Science - Muslim Student Association

*Competitions Director*

New York, New York

Sept 2021 – June 2023

- Directed and scripted two short film teams and developed 12 minute films exploring companionship
- Submitted projects won in national MIST competition (Muslim Interscholastic Tournament)
- Held highest leadership position on MIST Improv team, responsible for organizing club meetings and overseeing all member communication
- Dedicated over 50 hours of extra-curricular time to participate in and strengthen club meetings

### Verste

*Graphic Design Intern*

Online

June 2022 – Aug 2022

- Developed several infographics and flyers to welcome interaction on social media for non-profit organization
- Collaborated with other members to edit and draft website in HTML, CSS, and JavaScript (UI/UX)
- Contributed to the simplification of over 15 research articles

### The Bronx High School of Science - NASHA of Culture

*Secretary*

New York, New York

Sept 2020 – June 2022

- Managed attendance sheets of 60+ members
- Led South Asian culture performances for audiences of over 150 students
- Raised over \$250 in funding for events
- Developed marketing initiative that drove increase of membership by 50 students

## SKILLS

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**Technologies:** Java, Python, HTML, CSS, JavaScript, Microsoft Word, Excel, GIMP

**Tools:** Oracle, VSCode, PyCharm, Figma, Canva

## ACTIVITIES

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Men's Ultimate, Intramural Basketball