

Muhammad Tabani

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Education:

University of Texas at Arlington, Arlington, TX

College of Liberal Arts

B.A. Communication Technology - UI/UX

Awards: Cum Laude

December 2023

Skills:

Communication & Interpersonal: Strong Writing and Verbal communication skills, Sales, Customer Service, Team Coordination, Client/Account Management, Rapport Building, Active Listening, Persuasion, Presentation Skills.

Technical: MS Suite (Excel, PowerPoint, Outlook, Word), HTML, CSS, Javascript, Figma, Adobe

Analytical & Organizational: Problem Solving, Time Management, Attention to Detail, Data Analysis, Lead Generation.

Operational: Process development, project management.

Entrepreneurial: Creative problem-solving, ability to work in ambiguous environments.

Work Experience:

The Internal Revenue Service – The Department of The Treasury, Austin, TX

April 2024 – February 2025

Tax Examining Technician

- Analyzed complex tax data to identify and resolve issues for small businesses, ensuring compliance with tax laws and regulations.
- Gathered and researched data across specialized accounting systems, managed personnel records, and classified confidential documents.
- Maintained and updated records using IRS financial systems (Excel, IDRS, AMS, IAT, etc.), ensuring data accuracy and efficient access to information.

2CMD Inc., Arlington, TX

January 2024 – April 2024

Operations Manager

- Oversaw day-to-day operations for a small construction firm, improving workflow and processes.
- Utilized software such as AutoCAD and Excel spreadsheets to work on construction drawings, demonstrating proficiency in technical and organizational skills.
- Assisted in project-related tasks, from document preparation to scheduling and coordinating meetings, ensuring the successful execution of construction projects.

Office of Information Technology – The University of Texas at Arlington, Arlington, TX

August 2022 – December 2023

Lab Assistant

- Demonstrated leadership by overseeing Information Technology and Information Resource Planning initiatives.
- Improved the infrastructure to enable the development and delivery of technology services by troubleshooting lab equipment and filling lab reports, benefiting students, faculty, and staff.
- Assisted students 1 on 1, contributing to the continuous improvement of the university's mission fulfillment capabilities.

Nivo Solar, Houston, TX

May 2022 – August 2022

Sales & Marketing Intern

- Conducted direct outreach to homeowners, effectively communicating the benefits of transitioning to solar power and securing new clients.
 - Designed solar systems tailored to exceed electricity needs, resulting in significant cost savings up to 40% on power bills and environmental impact reduction.
 - Demonstrated the ability to adapt and sell the product in various environments and to diverse audiences.
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Leadership Experience:

Delta Upsilon International Fraternity, Arlington, TX

August 2021 – December 2023

Vice President Risk Management / Member

- Planned and executed Loss Prevention programming, educating active members on policy and risk management. Demonstrated strong communication, organizational, and training skills in a leadership role.
- Assisted in writing the by-laws; scheduled and led board meetings, and other appointments; took meeting notes; kept an organized schedule which increased the chapter's rank for the Fraternity and Sorority Life at UTA as well as improved the number of active members.
- Edited the Loss Prevention policy every semester after evaluating how policies could further benefit the chapter.