

## Rishita Hariyani

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I am a certified Microsoft Technology Associate in software development fundamentals. Proficient with HTML, C#, ASP.NET, SQL, CSS, Advanced object-oriented programming and Model View Controller (MVC). Recent graduate from Full Stack Web Development program from CNM Ingenuity INC.

### TECHNICAL SKILLS

**Languages:** Asp.net- C#, PHPstom, HTML5, CSS, REACT, JavaScript, Bootstrap

**Software:** Microsoft Project Management, Microsoft Suite, Macromedia Flash, Adobe Photoshop, GitHub, Git

**Database:** Microsoft Access, Excel, MySQL

### EDUCATION

**Microsoft Associate Technology Certified**

June 2019

*Software Development Fundamentals*

**Certificate of Completion-Microsoft.Net**

January 2019 – March - 2019

*CNM Ingenuity Inc. – Albuquerque, NM*

**Bachelor of Education (B. Ed)**

June 2010 – May 2011

*(SNDT) Shreemati Nathibai Damodar Thackersey Women's University - Ahmedabad, India*

**Bachelor of Computer Applications**

June 2005 – April 2009

*Gujarat University – Ahmedabad, India*

### PROFESSIONAL EXPERIENCE

**Bootcamp Assistant-Casual**, CNM Ingenuity Inc. Albuquerque, NM

April 2020

- Assists Ingenuity Consultant in bootcamp management through detailed reviews of code or design projects, grading student assignments and projects, developing assessments and grading rubrics, and other curriculum, and managing daily bootcamp schedules and activities.
- Responsible for product development used in the bootcamp, such as developing software applications or digital content, according to industry standards. Includes developing detailed technical documentation to be used for teaching purposes.
- Responsible for inventory and maintenance of equipment and facility related to specific bootcamps, including technology infrastructure.
- Analyzes and researches coding industry standards, trends, and technological upgrades to continually be a decision maker who can ensure that the program remains cutting edge and relevant. Includes engaging in research and development activities.
- Participates in continual professional development activities to maintain current discipline knowledge and instructional methods.
- Prepares students for employer mock interviews, both the technical and Human Resource portions, by maintaining relationships with alumni to coordinate interview days.

**Full Stack Web Development Intern**, CNM Ingenuity Inc. Albuquerque, NM

July 2019 – September 2019

- Create dynamic web apps utilizing HTML, CSS, JavaScript and PHPstom.
- Developed and Implemented wireframe design.
- Utilized Git version control system and agile methods.

**Repair Customer Service Representative**, AeroParts Manufacturing & Repair Inc., Rio-Rancho, NM

July 2016 – September 2017

- Worked with airline industry customers to fulfilling repair and maintenance requirements of Aircraft. Coordinating with all areas; technical, finance, accounting and shipping department and achieved high customer satisfaction.
- Developed new administrative processes using Microsoft tools for Technical & Engineering department which created a standardized process with other administrative functions which significantly reduced costs, schedule and performance risks.
- Managed and executed administrative projects and clerical support activities for the department.

**Customer Service Associate & Pharmacy technician trainee**, Walgreens, Rio-Rancho, NM

January 2016 – July 2016

- Managing store operational functions as a cashier, merchandiser stocker, performing inventory audits, reconciling cash register, staff training, activities related to shipping & receiving and other daily operations such as opening & closings of retail store.
- Provided high customer service and assisting the store manager and department supervisors in redesigning the layout and modifying the aisle as instructed by home office.
- Obtained the opportunity to learn the role and functions of retail pharmacy by working as a pharmacy trainee technician.

**Officer – Operations for Canada Visa Processing Section, VFS Global Services Pvt. Ltd., India**

April 2014 – July 2015

- Verified and Accepted Visa applications as per the embassy requirements, entering the applicant details on the embassy secured systems, managing confidentially of the applicant documents and securely dispatching to the embassy for review.
- Cash management, coordinating with the bank and with the embassy, reconciling entries, identifying arrears, resolving them, preparing accurate reports of the department, and reporting it to the embassy.

**Private Tutor, Self Employed, India**

July 2011 – September 2013

- Taught basic computer literacy program and Microsoft Word, Excel, Power Point basics to students.
- Created lesson plans, review worksheets, and practice tests to prepare students for weekly tests.

**Admin. Asst. to Principal & Computer Teacher, ST. Kabir School, India**

September 2009 – June 2011

- Provided direction in developing and maintaining the best possible educational programs that optimize available human and material resources while working with supervisor to assist in the effective operation of the school.
- Aligned the educational programs, planed and actions to the district's vision and goals for student learning and staff training.