

Rimsha Mahboob

Tallahassee, FL | (448)215-9715 | rimsha.athar1@gmail.com

Education

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| Tallahassee State College , Tallahassee, FL | December, 2024 |
| Associates in Arts | |
| Florida State University , Tallahassee FL | Expected: December, 2025 |
| Bachelor of Science, Major in Information Technology, Minor in Data Analytics | |

Language and Key Achievements

Languages: English, Urdu, Hindi, Punjabi

Key Achievements: Outstanding Tutor of the Year, Presidents List

Work History

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| Florida Department of Highway Safety and Motor Vehicles | Tallahassee, FL |
| <i>Records Operation Specialist</i> | July 2024 - Current |
| <ul style="list-style-type: none">Manage high-volume title document processing and imaging operations with precise attention to detailConvert and organize physical documents to electronic format using scanning technology and Microsoft Office SuiteResearch and respond to title document requests using manual and automated systemsMaintain digital filing systems while ensuring data accuracy and completeness | |
| Aveda Institute Florida | Tallahassee, FL |
| <i>Cosmetology License</i> | February 2023 - January 2024 |
| <ul style="list-style-type: none">Acquired hands-on experience in various cosmetology services and learned industry-standard practices and safety protocols.Obtained cosmetology license, demonstrating proficiency and knowledge in professional beauty practices.Completed comprehensive training in cosmetology, including hair, skin, and nail care techniques. | |
| Verizon Enterprise - Youth Program | Tallahassee, FL |
| <i>College Mentor</i> | May 2022 - August 2022 |
| <ul style="list-style-type: none">Conducted coding workshops and hands-on activities to introduce middle school students to programming and STEM concepts.Provided career guidance and academic planning support, helping students align their education with future technology careers.Facilitated networking opportunities with industry professionals and offered personal development advice, including teamwork and communication skills. | |
| Learning Commons - Tallahassee State College | Tallahassee, FL |
| <i>STEM Tutor</i> | January 2021 - May 2022 |
| <ul style="list-style-type: none">Tutored students in Chemistry I & II, Calculus, College Algebra, and Physics through both in-person and online sessionsUtilized digital tools such as GoBoard and Zoom to facilitate remote tutoring and enhance the learning experienceDeveloped customized lesson plans and study materials to address individual student needs | |

Technical Skills

- Programming Languages: Python, Java, C++, C#
- Operating Systems: Windows, Linux
- Database Management: MySQL
- Cloud Platforms: Microsoft Azure