

EDUCATION

Computer Systems Technology & Information Technology (Dual Cert IV)
2019 SOUTH METRO TAFE

Neuroscience & Science communication (BSc)
2014 – 2018 UNIVERSITY OF WESTERN AUSTRALIA

EXPERIENCE

MARCH 2018 – MAY 2018

COMMUNICATIONS INTERN, SPINALWA

I made several promotional materials for the organization, including a booklet of useful groups to know for spinal cord injury patients. This meant creating and editing other's work. I worked with the board comprised of directors of SpinalWA organizations, ensuring to provide a product that was agreeable for all stakeholders.

AUGUST 2018 – OCT 2018

TUTOR, ENGINEERING FOR KIDS AUSTRALIA

I taught an after-school course for children learning coding. We made a basic game together over the course of a few months.

2014 – PRESENT

LIGHTING TECHNICIAN, KINGDOMCITY

I volunteer at my local church (Kingdomcity) and work on the Production Team as Lighting Technician. It routinely involves managing time well and working in a team effectively. If any problem arises, I have to deal with it, in a high pressure and time sensitive situation, with many people depending on me to come through with a solution.

2014 – 2015

EVENTS DIRECTOR, UWA MULTICULTURAL WEEK COMMITTEE

I volunteered for the Multicultural Week Committee as Assistant Director (2014) and then Events Director (2015). It heavily required leadership and event management skills.

SKILLS

- Configuring and troubleshooting network hardware and software
- Layer 2 & 3 Networking
- Website Design - HTML/CSS, Bootstrap, JavaScript
- Configuring virtual machines
- Maintaining scripts – C#
- Writing technical documentation

PROJECTS

- Built a network – Used switches and routers to configure a small business network, both on Packet Tracer and physically.
- Managed Servers – Used Windows Server 2016 to manage a Domain Controller and File Server
- Created websites - Made my own website, as well as a fan website for the game Path of Exile
- Designed pamphlets - Created some pamphlets for spinal cord injury patients, to help them find resources

REFERENCES

Mrs. Minaz Aleem
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